

**NORTH SHORE SCHOOL DISTRICT 112
BOARD OF EDUCATION POLICY MANUAL
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A policy on this subject is required by law.

OPERATIONAL SERVICES

Fiscal and Business Management

The Superintendent shall be responsible for the District's fiscal and business management. This responsibility includes annually preparing and presenting to the Board of Education the District's statement of affairs and publishing it before December 1, as required by State law. The Superintendent shall ensure the efficient and cost-effective operation of the District's business management and to that end shall, as appropriate, use computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

The District's fiscal year is from July 1 to June 30. The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "District Budget Form." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education.

Preliminary Adoption Procedures

After receiving the Superintendent's tentative budget, the Board of Education will set:

1. The date, place, and time for a public hearing on the tentative budget;
2. The date, place, and time for the tentative budget to be available to the public for inspection.

The Secretary of the Board of Education shall arrange to publish a notice in a newspaper published in the District, or when appropriate, by posting notices in five of the most public places in the District, of the tentative budget's availability for public inspection and of a public hearing.

The tentative budget shall be available for public inspection at least 30 days before the time of the budget hearing. At the public hearing, the tentative budget shall be reviewed and the public shall be invited to comment, question, or advise the Board of Education.

Final Adoption Procedures

The Board of Education shall adopt a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within three years according to the State Board of Education requirements.

The adoption of the budget shall be by roll call vote. The resolution adopting the budget shall be incorporated into the meeting's official minutes. Board of Education members' names voting "yea" and "nay" shall be recorded in the minutes.

The Superintendent or designee shall post the District's current annual budget, itemized by receipts and expenditures, on the District's Internet website, and notify the parent(s)/guardian(s) that the budget is posted and provide the website's address.

A certified copy of the budget resolution and an estimate of revenues by source anticipated to be received in the following fiscal year (certified by the District's Chief Investment Officer) must be filed with the County Clerk by the District's Chief Investment Officer within 30 days of the adoption of the budget.

The Superintendent shall make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparation to comply with the Truth in Taxation Law. On or before the last Tuesday in December, a Certificate of Tax Levy shall be filed with the County Clerk. The Certificate lists the amount of property tax money to be provided for the various funds in the budget. The Superintendent shall submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements. The Superintendent shall prepare all documents and notices necessary for the Board to timely file its Certificate of Tax Levy. Any amendments to the budget or certificate of tax levy shall be made as provided in *The School Code* and Truth in Taxation Law. The Secretary of the Board of Education or his or her designee shall make all filings.

Budget Amendments

The Board of Education may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent is responsible for implementing the District's budget and shall provide the Board of Education with a monthly financial report that includes all deficit fund balances. The total amount budgeted as the expenditure in each fund is the maximum amount which may be

expended for that category, except when a transfer of funds is authorized by the Board of Education.

The Board of Education shall act on:

- all expenditures;
- all interfund transfers, interfund loans, and transfers within funds;
- all transfers from one program to another;
- all expenditures, which are to be charged to a contingency or commitment account, if such an account exists.

The Board of Education authorizes the Superintendent or designee to make assignments of fund balances as appropriate and in accordance with current financial accounting rules.

LEGAL REF.: 105 ILCS 5/10-17, 5/17-1, 5/17-3.2, and 5/17-11. 35 ILCS 200/18-50.

ADOPTED: August 21, 2001

REVISED: December 18, 2001, February 17, 2004, June 21, 2011

OPERATIONAL SERVICES

Identity Protection

The collection, storage, use, and disclosure of social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized disclosure.

The Superintendent is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. Notification to an individual whenever his or her personal information was acquired by an unauthorized person; *personal information* is an individual's name in combination with his or her social security number, driver's license number or State identification card number, or financial information.
6. Disposal of materials containing personal information in a manner that renders the *personal information* unreadable, unusable, and undecipherable; personal information has the meaning as stated in #5, above.
7. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Superintendent. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The District will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection or information not otherwise afforded by law.

LEGAL REF.: 5 ILCS 179/, Identity Protection Act.

CROSS REF: 2:250 (Access to District Public Records), 5:150 (Personnel Records),
7:340 (Student Records)

ADOPTED: August 16, 2011

REVISED: February 20, 2014

OPERATIONAL SERVICES

Fund Balances

The Superintendent or designee shall maintain fund balances adequate to ensure the District's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Superintendent or designee shall inform the Board whenever it should discuss drawing upon its reserves or borrowing money.

The District seeks to maintain year-end fund balances no less than 25 percent of the annual expenditures in each fund.

CROSS REF.: 4:30 (Revenue and Investments), 4:80 (Accounting and Audits)

ADOPTED: August 21, 2001

REVISED: December 16, 2008, February 20, 2014

OPERATIONAL SERVICES

Revenue and Investments

Revenue

The Superintendent or designee is responsible for making all claims for property tax revenue, State Aid, special State funds for specific programs, federal funds, and categorical grants.

Investments

The Treasurer shall serve as the District's Chief Investment Officer. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Superintendent shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the School District's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and overriding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay District obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest any District funds in any investment as authorized in 30 ILCS 235/2 and 50 ILCS 340, and Acts amended thereto.

Investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation, except for investments permitted under 50 ILCS 340.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the District with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits, do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the District initiates the investment at or through a bank located in Illinois; and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with the Public Funds Investment Act, 30 ILCS 235/. The Superintendent or designee shall keep the Board informed of collateral agreements.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board (GASB) Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

Only the Chief Investment Officer is authorized to purchase or sell investments, authorize wire transfers, authorize the release of pledged collateral, and execute any documents required under this policy. In fulfilling this responsibility, the Chief Investment Officer may use the services of an Investment Manager whose transactions are approved by the Chief Investment Officer. No individual Investment Manager may be assigned 75% of the principal, based on the average monthly balance of funds available for investment as measured for the preceding fiscal year, with a minimum number of three (3) investment managers.

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a monthly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the District's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the District, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board of Education will determine, after receiving the Superintendent's recommendation, which fund is in most need of interest income and the Superintendent shall execute a transfer.

Ethics and Conflicts of Interest

The Board of Education and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the District is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.: 30 ILCS 235/1 et. seq.
50 ILCS 340/1 et. seq.
105 ILCS 5/8-7, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:20 (Transfer of Funds)

ADOPTED: August 21, 2001

REVISED: April 22, 2009, March 15, 2011, August 21, 2014,
November 15, 2016

OPERATIONAL SERVICES

Incurring Debt

The Superintendent shall provide early notice to the Board of Education of the District's need to borrow money. The Superintendent shall prepare all documents and notices necessary for the Board of Education, at its discretion, to issue State Aid Anticipation Certificates, tax anticipation warrants, working cash fund bonds, bonds, notes, and other evidence of indebtedness.

LEGAL REF.: 30 ILCS 305/2.

50 ILCS 420/5.

105 ILCS 5/17-16, 5/18-18, 5/19-1 et seq.

ADOPTED: August 21, 2001

OPERATIONAL SERVICES**Payment Procedures**

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the School Board in advance of the Board's regular monthly meeting. These bills are reviewed by the Board, or assigned member, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board President and Secretary, or a majority of the Board.

The Treasurer is authorized, without further Board approval, to pay Social Security taxes, wages, pension contributions, utility bills, and other recurring bills. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Superintendent or designee to establish revolving funds and a petty cash fund system for school food, student activities or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.
23 Ill.Admin.Code §100.70.

CROSS REF.: 4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: January 18, 2011

OPERATIONAL SERVICES**Use of Credit Card and Procurement Cards**

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests. The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate.

In addition to the other limitations contained in this and other Board policies, District credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee may instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder may charge no more than \$1,000 in a single purchase and no more than \$5,000 within a given month without prior authorization from the Superintendent or designee.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law or any Board policy.

10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

LEGAL REF.: 105 ILCS 5/10-20.21.
23 Ill.Admin.Code §100.70(d).

CROSS REF.: 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED: April 20, 2010

OPERATIONAL SERVICES

Purchases and Contracts

The Superintendent shall manage the District's purchases and contracts in accordance with the law, the standards set forth in this policy and other applicable Board policies.

Standards for Purchasing

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts shall support a recognized District function or purpose as well as provide for good quality products and services at the lowest responsible cost, with consideration for specifications, service, reliability, quality, delivery terms and compliance with State law. No purchase or contracts shall be made or entered into as a result of favoritism, extravagance, fraud or corruption.

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment and services provided that the State law is followed. Purchases of items not included in the budget require prior Board of Education approval, except in an emergency.

Notwithstanding the above, for all contracts and agreements for goods and services that are intended to generate revenue or other remunerations for the District valued in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, and photographic services, the Superintendent or designee shall keep a record of: 1) each vendor, product or service provided, 2) the actual net revenue and non-monetary remuneration from each contract or agreement, and 3) how the revenue was used and to whom the non-monetary remuneration was distributed. Generally, these are contracts with vendors who receive money from individuals or entities other than the District, such as vendors of photographic services who receive payment directly from parents or students, and the vendor subsequently rebates a portion of the funds to the District. The Superintendent or designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

All contracts for supplies, materials or work involving expenditure in excess of \$25,000 shall be made in accordance with the State law bidding procedure, unless specifically exempted. The Superintendent or designee shall prepare the necessary legal notices. The Superintendent or designee shall report the results of bidding to the Board of Education,

together with a recommendation and supporting rationale. These contracts shall be awarded by the Board of Education at an official meeting. Bid deposits of ten percent of the bid amount, assuring good faith in bidding, and performance bonds to the extent of 100 percent of the contract amount, may be required.

In such instances, when presenting a contract or purchase for Board approval, the Superintendent shall ensure that it complies with applicable State law, including but not limited to, those related to items specified below:

1. Supplies, materials or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted
2. Construction, lease or purchase of school buildings must comply with State law and Board Policy 4:150 Facility Management and Building Programs
3. Guaranteed energy savings must comply with 105 ILCS 6/19b-1 et.seq.
4. Goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000 must comply with 105 ILCS 5/10-20.21
5. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19C and Board Policy 4:70 Resource Conservation
6. Third party non-instructional outsourced resources must comply with 105 ILCS 5/10-22.34c.
7. Each contractor with the District is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/21B-80 to have direct, daily contact at a District school or school-related activity with one or more student(s); and (2) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the District after June 16, 2014, provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Superintendent shall manage the execution of District contracts, including but not limited to (1) complying with requirements concerning listing certain expenditures in the Annual Statement of Affairs, (2) listing on the District's website all contracts in excess of \$25,000, (3) posting on the District's website any contract with an exclusive bargaining representative, (4) annually disclosing and reporting to ISBE, on or before July 1, the salaries and benefits for administrators and teachers, and (5) monitoring the discharge of contracts contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.: 105 ILCS 5/10-20.21, 5/10-21.19c, 5/10-22.34c and 5/19b-1 et.seq. and 5/24-5.820 ILCS 130/0.01 et seq.

CROSS REF.: 2:100 Board Member Conflict of Interest, 4:150 Facility Management and Building Programs; 4:70 Resource Conservation

ADOPTED: August 21, 2001, June 19, 2007

REVISED: November 18, 2008, May 18, 2010, August 20, 2013, November 20, 2014

OPERATIONAL SERVICES**Resource Conservation**

The Superintendent or designee shall manage a program of energy and resource conservation for the District that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in *The School Code*, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the District's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the District's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the District.
4. Adherence to energy conservation measures.

LEGAL REF.: 105 ILCS 5/10-20.19c.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

ADOPTED: March 15, 2011

OPERATIONAL SERVICES

Accounting and Audits

All reporting formats used for the Annual Financial Report will be consistent with the Illinois Program Accounting Manual for Local Educational Agencies.

At the close of each fiscal year, the Superintendent shall arrange to have the District books and accounts audited by an independent certified public accountant designated by the Board of Education in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board of Education member and to the Superintendent.

The Superintendent shall annually, on or before October 15, unless an extension is granted by the Regional Superintendent, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Inventories

The Superintendent is responsible for developing and maintaining an inventory of District buildings and capital equipment. The inventory record of equipment shall include such items as a description of each item, the quantity, the location, the date of purchase, and the cost or the estimated replacement cost.

Disposition of District Property

The Superintendent or designee shall notify the Board, as necessary, of any (1) District personal property no longer needed for school purposes, and (2) school sites, buildings, or other real estate that is unnecessary, unsuitable, or inconvenient, so that the Board may consider its disposition. Notwithstanding the above, the Superintendent or designee may unilaterally dispose of personal property of a diminutive value.

LEGAL REF.: 105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-22.8 and 5/17-1 et seq.
23 Ill. Admin. Code, ch. 110 and 125.

ADOPTED: August 21, 2001, August 21, 2012

OPERATIONAL SERVICE**Activity Funds**

The School Board, upon the Superintendent or designee's recommendation, establishes student activity funds to be managed by student organizations under the guidance and direction of a staff member for educational, recreational or cultural purposes.

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with State law and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to be bonded and to serve as the fund's sole custodian. The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.
23 Ill. Admin.Code §§100.20 and 100.80.

CROSS REF.: 4:80 (Accounting and Audits), 7:325 (Student Fund-Raising Activities)

ADOPTED: April 20, 2010

OPERATIONAL SERVICES

Indemnification and Insurance Management

The Board of Education recognizes that notwithstanding the commitment and work of its Board members, employees and volunteers, there may be occasions on which lawsuits are brought against them arising out of the scope of their employment or affiliation with the District. The Board of Education will indemnify these individuals as permitted by law. This policy shall not be construed to authorize or permit indemnification for punitive or exemplary damages, as such is against the declared public policy of the State of Illinois.

The Superintendent shall recommend and maintain all insurance program which provides the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include:

1. General liability including Board of Education legal liability and automobile liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed within the scope of employment or Board service, or under the direction of the Board of Education or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher, 105 ILCS 5/2-3-53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. § 300bb-1 et seq.
105 ILCS 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.
215 ILCS 5/1, 750 ILCS 75/, 820 ILCS 305/.

ADOPTED: August 21, 2001, August 20, 2013

OPERATIONAL SERVICES

Transportation

The District shall provide free transportation for all students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard as determined by the Illinois Department of Transportation due to vehicular traffic or rail crossing, and adequate public transportation is not available. The District may provide and charge a fee for transportation for other students residing within one and one-half miles from their assigned school. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included in the students' individualized educational programs. The District may provide transportation to and from school-sponsored activities. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

If a student is at a location within the District, other than his or her residence, for childcare purposes at the time for transportation to and/or from school, that location may be considered for purposes of determining the 1½ miles from the school attended. Unless the Superintendent or designee establishes new routes, pick-up and drop-off locations for students in day care must be along the District's regular routes. The District will not discriminate among types of locations where day care is provided, which may include the premises of licensed providers, relatives' homes, or neighbors' homes.

Bus schedules and routes shall be determined by the Director of Transportation and shall be altered only with the Superintendent's approval and direction. In fixing the routes, the pickup and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the Superintendent.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) bearing one or more students. The Superintendent is authorized to implement procedures in accordance with State law for accepting erratic driving reports. All contracts for charter bus services must contain the clause prescribed by state law regarding criminal background checks for bus drivers.

Pre-Trip/Post-Trip Vehicle Inspection

The Superintendent or designee shall develop and implement pre-trip/post-trip inspection procedures to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift or work day, to check the bus for children or other passengers in the bus.

LEGAL REF.: 105 ILCS 5/10-22.22 and 5/29-1 et seq.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-815, 5/12-816, 5/12-821,
5/13-109.
23 Ill. Admin. Code §§ 1.510a and 226.935.
McKinney Homeless Assistance Act, 42 U.S.C. §1431 et seq.
105 ILCS 45/1-15
92 Ill. Admin Code 440-3

ADOPTED: August 21, 2001
REVISED: September 17, 2002
REVISED: June 15, 2004, January 15, 2008, February 16, 2009, April 20, 2010,
June 15, 2010, August 21, 2012

OPERATIONAL SERVICES

Food Services

Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent shall manage a food service program that complies with this policy and is in alignment with Board Policy 6:50 School Wellness.

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U. S. Dept. of Agriculture's *Smart Snacks* rules when it offers competitive foods to students on the school campus during the school day. Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Illinois School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

Food Delivery

The food service vendors for the District's National and/or State breakfast and lunch programs and all community organizations that provide food service during school hours are required to:

1. Provide food products that do not have nut content
2. Disclose the presence of any of the following food allergens in their products: milk, eggs, fish, shell fish, soy, wheat and sesame
3. Provide alternative food choices for students allergic to the food products listed above.
4. Use non-styrofoam products
5. Separate recyclable product
6. Adhere to the District's "Allergy Policy and Procedures."

LEGAL REF.: Russell B. National School Lunch Act, 42 U.S.C. 42 § 1751 et.seq.
Child Nutrition Act of 66 U.S.C. § 1771 et. Seq.
7C.R.F. Parts 210 and 220
23 Ill. Admin. Code Part 305, School Food Service

CROSS REF.: 4:130 Free and Reduced-Price Food Service, 6:50 School Wellness

ADOPTED: August 21, 2001

REVISED: November 13, 2007, June 21, 2011, December 18, 2012, March 24, 2015

OPERATIONAL SERVICES

Free and Reduced-Price Food Services

Notice

The Superintendent shall be responsible for implementing the District's free and reduced-price food services policy.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines and family-size income standards set annually by the U.S. Department of Agriculture and distributed by the Illinois State Board of Education.

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law.

Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments which prevent identification of children receiving assistance.

Appeal From a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the appealing family. Prior to initiating the hearing procedure, the parent may request a conference to provide the opportunity for the parent and the school officials to discuss the situation, present information, and obtain an explanation of the data submitted in the application or the decision rendered. The request for a conference shall not in any way prejudice or diminish the right to a fair hearing. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or free milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Any student who files an appeal within 10 days of having notice of a reduction or termination of their benefits, in the same school year in which such benefits were granted, shall receive continued benefits for the duration of the appeal. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

LEGAL REF.: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.
U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245.
105 ILCS 125/1.
23 Ill. Admin. Code §§ 1.520 and 305.10 et seq.

ADOPTED: August 21, 2001

REVISED: March 16, 2010

OPERATIONAL SERVICES**Waiver of Student Fees**

The Superintendent will recommend to the Board for adoption those fees, if any, that will be charged for the use of textbooks, consumable materials, technology, extracurricular activities, and other school fees. Students will pay for lost or damaged school books or other school materials and equipment provided by the district.

Fees for textbooks, other instructional materials and technology are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges, the Superintendent will recommend to the Board for adoption what additional fees, if any, the district will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost or damaged school books, materials, or equipment provided by the district or for transportation fees.

A student is automatically eligible for a fee waiver when:

1. The student is eligible for free or reduced price lunches or breakfasts as determined by reference to the annual financial measurements of a *National Free and Reduced-Price School Meals Application* or *Application for Free Milk and/or Illinois Free Lunch* form pursuant to 105 ILCS 125/1 *et seq.*;
2. The student or student's family is receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children) and has indicated as such on one of the above application forms for meals and/or milk; or
3. The student's status is documented as a runaway, homeless or migrant youth.

No other criteria shall be used to determine automatic eligibility for a fee waiver.

A student who is not automatically eligible for a fee waiver may nonetheless be eligible for a fee waiver if the student's family has experienced unexpected financial hardship. A request for a non-automatic fee waiver should be made directly to the Assistant Superintendent for Finance and Operations, and if granted, must be annually renewed.

The Superintendent or designee shall ensure that applications for fee waivers are widely available and distributed according to State law and Illinois State Board of Education (ISBE) rule and that provisions for assisting parents/guardians in completing the application are available.

If the Business Office or Superintendent grants a request for a waiver of fees, it shall be considered valid for one school year only. If a student's parent(s)/guardian(s) would like an automatic waiver to extend beyond one school year, the student's parent(s)/guardian(s) must annually resubmit an application conforming with the financial measurements of *National Free and Reduced-Price School Meals Application* or *Application for Free Milk and/or Illinois Free Lunch* form.

Within 30 calendar days after the receipt of a waiver request, the Assistant Superintendent for Finance and Operations or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals by the Superintendent as provided in the Illinois State Board of Education rules on waiver of fees.

Questions regarding the fee waiver request process should be addressed to the Business Office.

LEGAL REF.: 105 ILCS 5/10-20.13, 5/10-22.25, 5/27-24.2 and 5/28-19.2
23 Ill. Admin. Code § 1.245 [may contain unenforceable provisions].

ADOPTED: August 21, 2001

REVISED: June 17, 2003, June 15, 2004, June 21, 2005, March 15, 2011

OPERATIONAL SERVICES

Facility Management and Building Programs

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy and other applicable Board policies. The Superintendent shall cooperate with and facilitate: 1) inspection of schools by the Regional Superintendent and State Fire Marshal or designee, and 2) viewing of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable) or fire protection district.

Standards for Managing Building Sites and Facility Construction

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. In meeting this objective, the Superintendent or his designee will determine the types of devices and/or the appropriate use of such devices. On an annual basis, the Superintendent shall provide the Board with projected facility needs and other data as needed such as enrollment data. As appropriate, the Board will authorize studies to determine the need for any facility construction and expansion. Board approval is needed for new or expansion of facilities.

When making decisions pertaining to design and construction of school facilities, the Board of Education will confer with members of the staff and community, the Illinois State Board of Education and educational and architectural consultants, as it deems appropriate. The Board's facility goals are:

1. Integrate facilities planning with other school district mission and strategic plan.
2. Base educational specifications for school buildings on identifiable student needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.
5. Meet or exceed all safety requirements.
6. Meet requirements on the accessibility of school facilities to disabled persons as specified in State and federal law.
7. Provide for low maintenance costs and energy efficiency.

Standards for Green Cleaning

For each District school with 50 or more students, the Superintendent shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. The administration will develop procedures and the Board will consider all relevant recommendations to name or rename a school building, classroom, facility, ground, field or enhancement to a school property, including the establishment of a fee for the naming rights.

LEGAL REF.: 42 U.S.C § 12101 et. seq.
820 ILCS 130/0.01 et seq.
105 ILCS 5/10-22.36, 5/17-2.11, 140, and 230/5-1 et. seq.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

CROSS REF.: 2:150 Committees, 8:70 Accommodating Individuals with Disabilities, 4:60 Purchases and Contracts

ADOPTED: August 21, 2001

REVISED: September 19, 2006, June 17, 2008, June 15, 2010, March 15, 2011

OPERATIONAL SERVICES

Energy Conservation and Management

The Board of Education believes in energy conservation and sustainability. The Superintendent and or designee will educate and take action to ensure that every employee and student are made aware of their responsibility regarding environmental stewardship and sustainability. The Board believes that it is essential that we make efficient use of our natural resources, while exercising sound financial management and good judgment in reaching our primary goal, the education of children in a welcoming and safe environment.

As part of our commitment to excellence, the Board is establishing this policy which will identify and implement guidelines to improve energy consumption, efficiency, reduce utility costs, optimize capital investment for energy efficiencies, reduce environmental and green house gas emissions and conserve natural resources.

This policy calls for a people-oriented approach for resource management, and its success is based on cooperation at all levels. The fulfillment of this policy is the joint responsibility of the Board of Education, the Superintendent, administrators, teachers, support staff and students, and shall be implemented throughout the entire school district. Every employee and student is expected to help provide energy efficiency so that we are all “energy savers” as well as “energy consumers”.

The Superintendent will recommend to the Board of Education energy saving procedures that do not negatively impact the educational environment, thereby providing continuing opportunities to improve the operational efficiencies of our facilities. Part of this process will be to ensure that all new and replacement equipment purchased incorporates technology that maximizes energy efficiency and provides a suitable return on investment.

The Board is responsible for the most effective use of public funds and public education.

The Board of Education directs the Superintendent and or designee to establish procedures to ensure the conservation of natural resources by personnel at all level of the school system.

LEGAL REF.: 105 ILCS 5/10-20.10c.

CROSS REF.: Policy 4:60 Purchases and Contracts; Policy 4:150 Facility Management

ADOPTED: February 15, 2011

OPERATIONAL SERVICES

Environmental Quality of Buildings and Grounds

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Applications and Notice Act, 415 ILCS 65/.

LEGAL REF.: 29 C.F.R. §1910.1030, Occupational Exposure to Bloodborne Pathogens, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(c).
29 C.F.R. §1910.1200, Occupational Safety and Health Administration Hazard Communication Standards, as adopted by 820 ILCS 255/1.5, Toxic Substances Disclosure to Employees Act.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/10-20.17a; 5/10-20.48; 135/; and 140/, Green Cleaning School Act.
225 ILCS 235/, Structural Pest Control Act.
415 ILCS 65/, Lawn Care Products Application and Notice Act.
820 ILCS 255/, Toxic Substances Disclosure to Employees Act.
(*inoperative*)
23 Ill.Admin.Code §1.330, Toxic Materials Training.

CROSS REF.: 4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED: August 21, 2001

REVISED: May 20, 2008, November 20, 2014

OPERATIONAL SERVICES

Pesticides

A. Pesticide Application Notification and Registry

1. Written Notification Policy

To meet statutory notification requirements regarding pesticide application in school buildings and on school property the District shall either:

- a. maintain a registry of parents and guardians of students and employees who wish to receive written notice before pesticides are applied on school buildings and on school grounds; or
- b. provide prior written notification of pesticide application to all parents and guardians of students and employees in schools where pesticide application is planned to the buildings or surrounding property.

2. Written Notification Procedure

Written notification of pesticide application shall be given at least two business days before application of pesticide and shall identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application program. Notification may be in the form of newsletters, bulletins, calendars or other correspondence currently published by the school or District (e.g., letters sent home with the students or letters sent directly to the residence of parents and guardians). For purposes of notification of pesticide application in school buildings, the term "pesticide" shall not include (i) an antimicrobial agent, such as disinfectant, sanitizer or deodorizer; or (ii) insecticide baits and rodenticide baits.

3. Health Threat Exception to Prior Written Notification

Prior written notification shall not be required if there is an imminent threat to health or property. In such a circumstance, the appropriate school personnel shall sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.

B. Integrated Pest Management Plan

The District shall adopt an Integrated Pest Management Program to:

1. incorporate guidelines developed by the Department of Public Health for structural pest control practice at school buildings and other school facilities; or
2. if an Integrated Pest Management Program would not be economically feasible because it would result in an increase in the school's pest control cost, the District will provide written notification to the Department of Public Health, which notice would include the projected pest control costs for the term of the pest control

program and projected costs for implementing integrated pest management for that same time period.

The Department of Public Health will make such a notification available to the general public, upon request. The District shall also provide a copy of the Integrated Pest Management Program, or Department of Public Health notification to all school and facility sites for public viewing.

C. Pest Control Management

The Director of Building and Grounds shall be the District employee designated to oversee the Pest Control Management Program and to complete record keeping requirements, such as:

1. Notifying parents and guardians of impending pesticide application (see Section A);
and
2. Notifying the Department of Public Health (see Section B).

LEGAL REF.: 415 ILCS 65/3 of the Lawn Care Products Application and Notice Act.

ADOPTED: August 21, 2001

OPERATIONAL SERVICES

Safety

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event. The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines.

The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; school safety drill program; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and, responding to medical emergencies at an indoor and outdoor physical fitness facility. During each academic year, each school building that houses school children must conduct a minimum of:

1. Three school evacuation drills,
2. One bus evacuation drill, and
3. One severe-weather and shelter-in-place drill.

The Superintendent or appropriate designee must conduct a law enforcement drill in one of the District's school buildings during the academic year. Any appropriate local law enforcement agency may conduct and participate in this law enforcement drill. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to use any available cellular telephone.

Convicted Child Sex Offender and Notification Laws

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 meets either of the following two exceptions:

1. The offender is 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 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. The offender received permission to be present from the School 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.

If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Child Murderer and Violent Offender Against Youth Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of these laws. The Superintendent and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent or Building Principal determines advisable.

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District. The unsafe school choice option is available to:

1. All students attending a persistently dangerous school as defined by state law and identified by the Illinois State Board of Education.
2. Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, which occurred on school grounds during regular school hours or during a school-sponsored event.

The Superintendent or designee shall develop procedures to implement the unsafe school choice option.

Student Insurance

The Board shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents/guardians secure the coverage, and any contract is between the parents/guardians and the company. Students participating in athletics, cheerleading, or pompons must have school accident insurance unless the parents/guardians state in writing that the student is covered under a family health insurance plan.

Emergency Closing

The Superintendent is authorized to close the schools in the event of hazardous weather or other emergencies that threaten the safety of students, staff members or school property.

LEGAL REF.: 105 ILCS 5/10-20.22, 5/10-20.23, 5/10-21.9, and 5/27-26.

730 ILCS 152/101 et seq.

41 Ill. Admin. Code § 110.20.

Illinois Rules and Regulations for Fire Drills in Schools, 5 Ill. Reg. 10676.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 7:190 (Student Discipline and Rules and Regulations) 7:220 (Bus Conduct), 8:100 (Relations with Community Organizations)

ADOPTED: August 21, 2001

REVISED: May 20, 2003, June 15, 2004, June 15, 2010, October 18, 2011

OPERATIONAL SERVICES**Tax-Sheltered 403(b) and 457 Retirement Programs**

It is the policy of the Board of Education to permit district employees to contribute to tax-sheltered annuity plans or custodial accounts under Section 403(b) and 457 of the *Internal Revenue Code* through salary reduction agreements. In furtherance of this policy, the Board of Education may enter into agreements with qualified providers of 403(b) and 457 retirement programs (“Service Providers”) to purchase tax-sheltered annuities or custodial accounts for employees who elect to defer income through salary reduction agreements according to the following:

- A. Each tax-sheltered annuity or custodial account shall be an individual and independent plan, and treated as such, with respect to each employee’s salary reduction agreement and shall not be aggregated with any other plan or group of plans;
- B. Participation in 403(b) and 457 retirement plans is completely voluntary for employees;
- C. The district may limit the number of approved Service Providers and the time, place, and manner of access for Service Providers to meet with employees based upon factors that are consistent with applicable law. The retention of approved Service Providers is based on a minimum of ten (10) employees who have signed an Employee Salary Reduction Agreement form;
- D. Service Providers must execute the salary reduction agreement required by the district as a condition of participation;
- E. Employees must execute the salary reduction agreement required by the district as a condition of participation;
- F. The district retains the sole discretion to discontinue the availability of 403(b) and 457 retirement plans;
- G. The district shall not assume any liability for claims against the employee or any Service Provider concerning a 403(b) or a 457 retirement plan or calculations relating to any such plans;
- H. The Superintendent may establish rules and regulations to implement this policy.

LEGAL REF.: 26 U.S.C. Section 403(b)
Regulation S 2510.3-2
IRS Department of Treas. Publication 571
ADOPTED: July 16, 2002; Revised July 12, 2005

BOARD OF EDUCATIONPandemic Preparedness

The School Board recognizes that the District will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety if an influenza pandemic occurs. A pandemic influenza is a worldwide outbreak of a virus for which there is little or no natural immunity and no vaccine; it spreads quickly to people who have not been previously exposed to the new virus.

To prepare the School District community for a pandemic, the Superintendent or designee shall: (1) learn and understand the roles that the federal, State, and local government would play in an epidemic; (2) form a pandemic planning team consisting of appropriate District personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic influenza school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, any decision for an emergency school closing will be made by the Superintendent in consultation with and, if necessary, at the direction of the District's local health department, emergency management agencies, and Regional Office of Education.

LEGAL REF.: 105 ILCS 5/10-16.7 and 5/10-20.5.
115 ILCS 5/1 et seq.

CROSS REF.: 1:20 (District Organization, Operations, and Cooperative Agreements),
2:20 (Powers and Duties of the School Board), 4:170 (Safety), 7:90 (Release
During School Hours), 8:100 (Relations with Other Organizations and
Agencies)

ADOPTED: October 20, 2009