



**EAST AURORA**  
**SCHOOL DISTRICT 131**

"Making Choices for Excellence"

# **Section 4**

# **Operational Services**

**Operational Services**

**Goals and Objectives**

The quantity and quality of learning programs are directly dependent on the funding provided and the effective, efficient management of those funds.

The Board recognizes that its primary purpose is to provide the best education possible within the limits of the established curriculum and the financial ability of the School District. The Board also recognizes its responsibility to the citizens of the District for the efficient use of public funds targeted for the education of their children.

It will be the responsibility of the Superintendent to see that the District's fiscal management procedures are up to date and modeled after the best, accepted business practices currently in use. The Superintendent is also responsible for establishing and implementing fiscal management goals that provide for a modern, continually-improving educational program for the children of the District.

In order to meet these goals and objectives, the Board will strive to:

1. Operate on a fiscally sound basis within a balanced budget whenever possible;
2. Require maximum efficiency in the expenditure of funds and in accounting and reporting;
3. Provide a clean, safe environment which facilitates the educational process;
4. Provide an adequate supply of material and equipment needed in the teaching program; and
5. Secure community understanding and support of the fiscal requirements of a good school program.

Adopted: July 1, 2004

**Operational Services**

**Fiscal and Business Management**

The Superintendent will be responsible for the School District's fiscal and business management. This responsibility includes annually preparing the District's Statement of Affairs, presenting the Statement of Affairs to the School Board, making the Statement of Affairs available to the public before December 1 (as required by School Code Section 10-17), and publishing the Statement of Affairs before December 1 (as required by School Code Section 10-17).

LEGAL REF.: Illinois School Code, Sec. 10-17 (105 ILCS 5/10-17)

Adopted: December 4, 2006

## **Operational Services**

### **Budget and Budget Planning**

#### **General**

One of the primary responsibilities of the Board of Education is to seek adequate funds to carry out a high-level program of education.

The annual school budget is the financial outline of the District's educational program and the legal basis for the establishment of tax rates. The annual school budgeting process is an important part of School District operations and should serve as a means to improve communications within the school organization and with residents of the District.

Public school budgeting is regulated and controlled by state statute and regulations. A budget is required for every fund that a school system uses in its yearly operation.

#### **Budget Planning**

In accordance with state law, the Board of Education will direct the Superintendent to prepare the annual school budget and present it to the Board for adoption. Preliminary planning and preparation shall be accomplished in accordance with the position descriptions for the Superintendent of Schools and the Assistant Superintendent for Business. The tentative form of this budget will be presented to the Board and placed on public display as soon as revenue and expenditures can be realistically projected. Final adoption of the budget must be in compliance with procedures outlined by state law.

An effort will be made to share the preparation and administration of the budget with appropriate personnel and particularly with those administrators who have been assigned the administration of one or more budget accounts by the Superintendent. Building principals shall, at a time designated each year, submit to the Superintendent's office for consideration, a budget requisition covering all areas of operation of the respective buildings. It will be the responsibility of each administrator to solicit suggestions, requests, and requisitions from appropriate personnel and to discuss with them the adopted budget and its administration. The Superintendent will also consider staff, Board, and community input in preparing the budget.

The budget of the school district shall be developed so as to ensure that textbooks, library resources, and other instructional materials and supplies provided for each school within the same organizational grade level structure shall be comparable in amounts to be expended from local resources for both Title I ESEA project schools and for non-project schools.

In order to achieve such equalized spending patterns, each school (both project and non-project) shall be assigned a total figure for budget preparation based on a per capita amount for the students enrolled on January 1 of each year, to be used for the purpose

of providing textbooks, library resources, and other instructional materials and supplies from local funds.

### Preliminary Adoption Procedures

In accordance with the laws of the State of Illinois, the Board of Education must hold a public hearing prior to approving the annual budget. Illinois law further requires that the proposed budget be available for public inspection for a minimum of thirty (30) days prior to such hearing.

Accordingly, at a date, time and place determined by the Board of Education, a public hearing will be held for the purpose of providing the Board members and District residents with an explanation of the proposed annual budget. Questions and discussion of the budget items will also be encouraged at this hearing.

The announcement of the hearing will conform with the following legal requirements:

1. Notice of the hearing will be published in a newspaper of general circulation within the District at least thirty (30) days prior to the hearing.
2. The notice will include the time and place of the hearing and will state the place where a copy of the proposed budget is available for public inspection.

Copies of the proposed budget will be available in the Board of Education Office.

At the public hearing, the proposed budget will be reviewed and the public will be invited to comment on, question or advise about the budget.

### Final Adoption Procedures

The School Board will adopt a Budget before the end of the first quarter of each fiscal year (September 30).

The adoption of the budget will be by roll call vote, and the resolution adopting the Budget and Appropriation Ordinance will be incorporated into the official minutes of the meeting. The names of the Board members voting yea and nay will be recorded in the minutes.

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 fiscal officer) will be filed with the appropriate county clerk within 30 days of the adoption of the Budget.

The Superintendent will make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy and to comply with the Truth in Taxation Act. On or before the last Tuesday in December, a Certificate of Tax Levy will be filed with the County

Clerk. The Certificate will list the amount of property tax money to be provided for the various funds in the budget.

Any amendments to the Budget or Certificate of Tax Levy will be made as provided in the School Code and the Truth In Taxation Act.

### Budget Amendments

The School Board 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 will provide the School Board with a monthly financial report which 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 School Board.

The School Board will act on:

- all expenditures;
- all transfers from one fund to another;
- all transfers from one program to another;
- all expenditures which are to be charged to a contingency account, if such an account exists.

### Fiscal Year

The Board of Education is responsible for establishing the fiscal year for District 131, which will run from July 1 of the current year through June 30 of the following year.

LEGAL REF.: Illinois School Code, Sec. 10-17, 17-1, and 17-11(105 ILCS 5/10-17, 5/17-1 and 5/17-11); Illinois Property Tax Code, Sec. 18-50 (35 ILCS 200/18-50); and Illinois Truth in Taxation Law, Sec. 18-50, et seq. (35 ILCS 200/18-55, et seq.); 23 Ill.Admin.Code §1.210.

Adopted: July 1, 2004

**Operational Services****Tax Levy Procedures**

According to the Illinois School Code, the Board of Education is responsible for establishing tax levies and thereby ascertaining how much money must be raised by ad valorem tax for the following fiscal year. These tax levies will be certified and returned to the county clerk on or before the last Tuesday in December of each year. Also, the levies will depict the exact amount of tax monies allocated to each District fund.

The Board will adopt a resolution determining the estimated amounts of money necessary to be raised by taxation. If not adopted at the time of approval of the tentative budget, such resolution will, in any case, be adopted at least 20 days prior to adoption of the tax levy.

If the estimated amounts of money necessary to be raised by taxation, as determined by the Board, in the aggregate exceed 105% of the amount extended or estimated to be extended for the prior year, the Board will give notice of and hold a public hearing on the intended tax levy in accordance with Section 6 of the "Truth in Taxation Act".

The Board will determine the date for a public hearing on any aggregate tax levy in excess of 105% of the prior tax year extension or estimated extension. The Board will direct the publication of a notice of a public hearing on its intent to adopt an aggregate levy in an amount in excess of 105% of the prior tax year extension or estimated extension -- with such notice appearing no more than 14 nor less than 7 days prior to the date of the hearing.

This announcement will contain the following information:

1. The total (aggregate) property taxes extended in the year just ending.
2. The total amount of the new requested levy.
3. The actual percentage increase.
4. The public hearing time, place and date.

Not less than 20 days after its determination of the estimated amounts necessary to be raised by taxation and after any public hearing required, the Board will adopt a resolution levying taxes upon the property of the District.

A certificate of tax levy and certificate of compliance with the provisions of the Truth in Taxation Act will be filed with the County Clerk not later than the last Tuesday in December. A receipted copy of the certificate will be kept on file.

LEGAL REF.: Illinois School Code, Sec. 17-11 (105 ILCS 5/17-11);  
Illinois Property Tax Code, Sec. 18-70, 18-75, and 18-80 (35 ILCS  
200/18-70, 200/18-75, and 200/18-80).

Adopted: July 1, 2004



**Operational Services**

**Transfer of Funds**

Board approval is necessary to transfer funds between line items. The Superintendent will be responsible for obtaining Board approval for such transfers.

The Board may from time to time, by resolution, make transfers between the various items in any fund not exceeding in the aggregate 10% of the total of such fund as set forth in the budget.

All transfers between major categories of the budget will be subject to the approval of the Board. Transfers between line items within any major budget category may be made by the Administration without prior Board approval as long as the total amount included in any such category is not changed. The Board will be provided with complete information regarding such changes.

The Board may also authorize the District Treasurer to make inter-fund loans between the following funds:

FROM	TO
Operations and Maintenance Fund	Educational Fund or Fire Prevention and Safety Fund
Educational Fund	Operations and Maintenance Fund or Fire Prevention and Safety Fund
Operations and Maintenance Fund or Educational Fund	Transportation Fund
Transportation Fund	Operations and Maintenance Fund or Educational Fund or Fire Prevention and Safety Fund

The Board will direct the District Treasurer to retransfer and repay the loan to the proper fund within three (3) years.

In the event that the Board should fail to make such repayment within the three (3) year period, the Regional Superintendent may hold state equalizer funds authorized under Article 13 of the School Code until repayment is made.

In the case where an intra-fund transfer will be more than ten percent (10%) of the total budget of that fund, a budget amendment will be recommended to the Board.

The Board may also, by proper resolution following a public hearing, transfer from (1) the Educational Fund to the Operations and Maintenance Fund or the Transportation Fund, (2) the Operations and Maintenance Fund to the Educational Fund, or (3) the Transportation Fund to the Educational Fund or the Operations and Maintenance Fund of the District, an amount of money not to exceed 20% of the tax actually received in the Fund for the year previous to the transfer, provided such transfer is made solely for the purpose of meeting one-time, non-recurring expenses. The public hearing will be preceded by at least one published notice occurring at least 7 days prior to the hearing in a newspaper of general circulation within the District and setting forth the time, date, place and subject matter of the hearing.

Working Cash Fund

The Board may from time to time, by separate resolution, direct the school treasurer to transfer moneys from the working cash fund, including interest earned from investment of the working cash fund, to another fund of the District. Such resolution will comply with the requirements of Section 20-5 of the Illinois School Code.

LEGAL REF.: Illinois School Code, Sec. 10-22.33, 17-1, 17-2A, 20-4, 20-5, and 20-8 (105 ILCS 5/10-22.33, 5/17-1, 5/17-2A, 5/20-4, 5/20-5, and 5/20-8).

Adopted: July 1, 2004

**Operational Services**

**Involvement of Personnel**

An effort will be made to share the preparation and administration of the budget with appropriate personnel and particularly with those administrators who have been assigned the administration of one or more budget accounts by the Superintendent. It will be the responsibility of each such administrator to solicit suggestions, requests, and requisitions from appropriate personnel and to discuss with them the adopted budget and its administration. The Superintendent will also consider staff, Board, and community input in preparing the budget.

Adopted: July 1, 2004

**Operational Services**

**Taxing and Borrowing Authority/Limitations**

The Board's taxing authority is established by state law.

Also, the Board of Education is permitted, by law, to borrow money in anticipation of collection of taxes for the purpose of funding school operations or paying previous loans. Issuance of all tax anticipation notes/warrants requires Board approval.

LEGAL REF.: Illinois School Code, Sec. 17-2.11, 17-2.11a, and 17-16 (105 ILCS 5/17-2.11, 5/17-2.11a, and 5/17-16).

Adopted: July 1, 2004

**Operational Services**

**Working Cash Fund Bonds**

Working cash fund bonds may be issued when deemed necessary by the Board. These bonds must not exceed an amount equal to more than eighty-five percent (85%) of local taxes levied for educational purposes that tax year plus eighty-five percent (85%) of the most recent personal property replacement tax revenue entitlement.

Proceeds from the working cash fund bonds may be allocated to District funds by Board resolution. However, an allocation must not exceed eighty-five percent (85%) of anticipated tax revenues.

LEGAL REF.: Illinois School Code, Sec. 20-2 and 20-5 (105 ILCS 5/20-2 and 5/20-5); Illinois Bond Authorization Act, Sec. 2 (30 ILCS 305/2).

Adopted: July 1, 2004

**Operational Services**

**Bond Issues**

Bonds of the school district for the building, equipping, altering, or repairing of school buildings, or for the purchasing or improving of school sites, or for other permissible purposes, may be issued if authorized by an affirmative referendum as provided in Section 19-3 of the School Code of the State of Illinois, at an interest rate not exceeding the maximum rate authorized by the Illinois Bond Authorization Act, and for a period not exceeding twenty (20) years from date of issuance.

LEGAL REF.: Illinois School Code, Sec. 19-3 (105 ILCS 5/19-3);  
Illinois Bond Authorization Act, Sec. 2 (30 ILCS 305/2).

Adopted: July 1, 2004

**Operational Services**

**Sources of Tax Revenue**

The Superintendent or a designee is responsible for making all claims for property tax revenue, State Aid, special state funds for specific programs, federal funds, and categorical grants when such grants may assist in improving the educational program.

Sources of tax revenue available to the District include the following:

**Local Tax Sources**

The Illinois School Code confers upon local School Districts the authority to levy taxes upon the taxable property in the District. Illinois law also describes the purposes for which taxes may be levied, the procedures for levying taxes, and the maximum permissible tax rate.

Through the budget-making process, the Board will determine how much money must be raised from local property taxes for each of the several Budget categories. These amounts will be certified to the County Clerk for collection and reimbursement to the school district. The County Clerk will levy an additional amount sufficient to pay the scheduled principal and interest payments for bonded debt.

**State Tax Sources**

The Illinois Constitution provides:

"The State will provide for an efficient system of high quality public educational institutions and services... The State has the primary responsibility for financing the system of public education."

In accordance with the laws of the State of Illinois and the regulations of the Illinois Office of Education, the District will file an annual claim for State Aid.

The District also will file claims for special state funds for applicable programs in which the Board elects to participate.

**Federal Tax Sources**

The District will file claims for federal funds for applicable programs in which the Board elects to participate. The Superintendent also will secure categorical

grants when such grants may assist in improving the educational program in this District.

LEGAL REF.: Illinois School Code, Sec. 17- 1 through 17-16 (105 ILCS 5/17-1 through 5/17-16).

CROSS REF.: 410.04

Adopted: July 1, 2004



**Operational Services**

**Cash Management**

Each year the Assistant Superintendent for Business will prepare a report of projected cash flow and keep it up to date. In cooperation with the Finance Committee, he/she will advise the Board of Education how best to meet the cash needs of the District.

Deficit financing is to be avoided. However, when delays in receiving tax monies do make short-term borrowing necessary, the Assistant Superintendent for Business will so advise the Board as early as possible. All tax anticipation warrants (TAWs) or tax anticipation notes (TANs) necessary for the full tax year should be approved at one time, if possible, but may be sold as best fits the cash needs of the District. The Assistant Superintendent for Business is responsible for securing the most advantageous TAW/TAN terms (interest rates) possible.

Adopted: July 1, 2004

**Operational Services**

**Investments**

**General**

The Board of Education considers an investment program to be a critical ingredient of sound fiscal management.

The Board authorizes the District 131 Treasurer to manage all activities associated with the District's investment program in such a manner as to accomplish the objectives of this policy. The Treasurer is further authorized to execute any and all documents related to this program in a timely manner and to confer with reputable consultants regarding investment decisions, when appropriate.

**Investment Objectives**

Money that is not required for current operations will be invested. The philosophy of the Board is that all such funds be invested within two banking days of deposit. Investments will be made by the appropriate staff in the Treasurer's office, under the supervision of the Treasurer and the Superintendent. These staff members will use the degree of judgment and care that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not in regard to speculation, but in regard to the permanent disposition of their funds, considering the probable income and safety of their capital. All persons involved in the investment of public funds for the District will be held to the highest ethical and moral standards, and will avoid conflicts of interest at all times.

The District funds will be placed in the authorized investment vehicle that provides the greatest return for the amount of time the funds are available and the maximum safety of principal. The District's investment activities will be governed by the following specific objectives:

1. **Safety of Principal** - Every District investment will be made with safety as the primary and over-riding concern. Each investment transaction will ensure that the loss of capital, whether from credit or market risk, is avoided.
2. **Liquidity of Funds** - Maturity and marketability aspects of District investments will tie in directly with the anticipated cash flow needs of the District, and the investment portfolio will be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.

3. Return on Investment - A secondary objective will be to seek the highest returns on District investments consistent with preservation of principal and prudent investment principles.
4. Public Trust - The Board and District officials will avoid any investment transaction or practice that -- in appearance or fact -- might impair public confidence in the Board's stewardship of public funds.
5. Local Issues - The Board will invest in local financial institutions when it is practical and advantageous to do so.

**Authorized Investment Instruments**

Various instruments, including the following, may be used by the District for investment purposes:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures or other similar obligations of the United States of America or its agencies. The term "agencies" includes:
  - A. Federal land banks, federal intermediate credit banks, banks for cooperatives, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 (12 U.S.C. 2001, *et seq.*) and acts amendatory thereto;
  - B. The federal home loan banks and the federal home loan mortgage corporation; and
  - C. Any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act (205 ILCS 5/1 *et. seq.*).
4. Short-term obligations of corporations organized in the United States with assets exceeding \$500,000,000 provided that:
  - A. Such obligations are rated at the time of purchase at one of the three highest classifications established by at least two standard

- rating services and which mature no later than 180 days from the date of purchase;
- B. Such purchases do not exceed 10% of the corporation's outstanding obligations; and
  - C. No more than one-third of the District's funds may be invested in short-term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940 (15 U.S.C.A. Sec. 80a-1 *et seq.*), provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph 1 or 2 above and to agreements to repurchase such obligations.
  6. Short-term discount obligations of the Federal National Mortgage Association or shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of the State of Illinois or any other state or under the laws of the United States, provided the shares or other investment certificates of such savings institutions are insured by the Federal Deposit Insurance Corporation (FDIC).
  7. Dividend-bearing share accounts, share certificate accounts or class of share accounts of a credit union chartered under the laws of the State of Illinois or under the laws of the United States, provided, however, the principal office of any such credit union is located within the State of Illinois and the accounts of such credit union are insured by applicable law.
  8. The Illinois Public Treasurer's Investment Pool.
  9. A fund managed, operated and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company.
  10. Repurchase agreements of government securities having the meaning set out in the Federal Government Securities Act of 1986 (15 U.S.C.A. Sec. 78a, *et seq.*), which includes securities that are direct obligations of, or obligations guaranteed to principal or interest by the United States of America; securities that are issued by or guaranteed by a corporation in which the United States has a direct or indirect interest and are designated by the Secretary of the Treasury for exemption; or securities issued by any corporation, that are designated by statute as exempt securities within

the meaning of the laws administered by the Securities and Exchange Commission. Such repurchase agreements will meet all legal requirements, including the following:

- A. Repurchase agreements will be for a period of three hundred thirty (330) days or less; and
  - B. Parties will be limited to banks authorized to do business in the State of Illinois.
11. The Illinois School District Liquid Asset Fund Plus (ISDLAF+) money market.

One or more of the above investments may be included in, or removed from, the District's investment portfolio, from time to time, provided that the selection of investments, the diversification of the investment portfolio, and the acceptable performance of selected funds is appropriate to the nature of the funds, the purpose for the funds, and the amount of public funds within the investment portfolio.

Interest is to be placed in the fund from which the principal arose. Interest earned in money markets or interest bearing savings accounts with proceeds from more than one fund are to be distributed monthly based on the balance per fund on the last day of the month.

Selection of Investment Advisors, Money Managers and Financial Institutions

Investments made in banks and savings and loan associations must be insured by the FDIC. Investment advisors, money managers and financial institutions will be selected based upon reputation, past performance and the ability to meet the District's standards for safety of principal, liquidity of funds, and return on investment.

Qualifications

No bank or savings and loan will be designated a depository for or otherwise hold District funds unless it has furnished the Board with the above information and any documentation that may be required by State or federal law.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit will be collateralized by securities eligible for District investment or by any other high quality interest bearing security rated at least AA by one or more reputable agencies including Standard & Poors, Moody's, or Fitch. The market value of the pledged

securities will equal or exceed that portion of the deposit requiring collateralization. None

of the securities pledged will mature prior to the maturity of the corresponding deposit. Reductions in the principal of the collateral through periodic amortization is acceptable, provided that the remaining collateral equals or exceeds minimum acceptable levels.

Acceptable securities include U.S. Treasury and Agency bills, notes and bonds, mortgage-backed pass-throughs, and corporate and municipal bonds. Collateral will be held by a third party, such as the Federal Reserve Bank or a reputable bank other than the depository for the benefit of the District, pursuant to a fully executed custodial or escrow agreement -- provided that such agreement is in writing, approved by the Board of Directors of the depository institution or its loan committee, with the approval being recorded in the minutes of the Board or committee, and which has been, continuously, from the time of its execution, an official record of the depository. Verbal confirmation or written evidence of collateral on deposit with the third party will be provided prior to investment by the District. Release of collateral or its proceeds will be permitted only upon the verbal or written authorization of the District.

**Investment Portfolio Reporting Requirements**

A monthly progress report of investments will be made to the Board. This report will address portfolio performance and any problems complying with this policy, and it will describe investments by class or type, book value, income earned, and market value as of the report date. Specifically, the report will contain the following:

1. Fund name
2. Description of investment
3. Purchase date
4. Maturity date
5. Investment days
6. Bank year in days
7. Annual net interest rate
8. Investment principal amount
9. Anticipated interest amount at maturity
10. Fund totals
11. District totals

Additional detailed reports may be made more often to the Finance Committee.

The Board will periodically, but not less than one time each year, review the District's investment portfolio, its effectiveness in meeting the District's needs for safety, liquidity, rate of return, and diversification, and its general performance.

Investment Policy Review

Periodically, the District may undertake a review of this investment policy and related administrative procedures -- drawing on resources available in the District. This policy will be made available to the public at the District Education Center.

Internal Controls and Operational Procedures

The Superintendent, as chief investment officer for the District, will establish a system of internal controls and written procedures as necessary for the operation of the District's investment programs. Such internal controls and written operational procedures will be designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the District.

LEGAL REF.: Illinois Public Funds Investment Act, Sec. 2, 2.5 and 6 (30 ILCS 235/2, 235/2.5 and 235/6);  
Illinois Savings Bank Act, Sec. 1007.95 (205 ILCS 205/1007.95) and  
Illinois School Code, Sec. 8-7 and 10-22.44(105 ILCS 5/8-7 and 5/10-22.44).

Adopted: July 1, 2004

**Operational Services****Disposal of School Property**

The Board of Education may sell, at a public or private sale, any personal property belonging to the School District that is not needed for school purposes. When District-owned materials, supplies and equipment are worn out, obsolete or are declared to be surplus, they should be forwarded to the central warehouse for disposition. The Superintendent may authorize their inclusion in any sale of used and surplus materials, as long as that sale conforms with Illinois state law.

However, if reasonable attempts to dispose of such property fail to produce a monetary return to the District, the Superintendent will decide what is to be done with these items. If an item has a value of \$100 or more, Board approval is necessary. Property that has no discernable market value may be donated by the District or otherwise disposed of as appropriate.

The Board of Education may also act to sell or exchange school sites, buildings, or other real estate in accordance with procedures specified in the Illinois School Code.

LEGAL REF.: Illinois School Code, Sec. 5-22, 5-23, 5-24 and 10-22.8 (105 ILCS 5/5-22, 5/5-23, 5/5-24, and 5/10-22.8).

CROSS REF.: 410.15

Adopted: July 1, 2004



**Operational Services**

**Non-Resident Students, Tuition**

Tuition

Non-resident students may be permitted to attend District schools. However, tuition will be paid by such students in accordance with Board policy.

Tuition will be paid in an amount not exceeding 110% of the per capita cost of maintaining the schools of the District for the preceding year, as determined with reference to the most recent audit that is available at the commencement of the current school year.

One-half of the annual tuition will be paid at the beginning of the first semester and the remaining balance will be paid at the beginning of the second semester.

Non-resident students attending District schools for less than the school term will have their tuition apportioned. However, resident students who become non-residents during a school term will not be charged tuition for the remainder of the school term in which they became non-resident students.

LEGAL REF.: Illinois School Code, Sec. 10-20.12a and 10-20.12b (105 ILCS 5/10-20.12a and 5/10-20.12b)

CROSS REF.: 705.07

Adopted: July 1, 2004

**Operational Services****Gifts, Grants and Donations to the District**

The Board of Education, or the Administration (on behalf of the Board), may accept gifts, grants, donations and legacies to the District. However, it is the policy of the Board that the giving of gifts to school personnel by pupils and patrons should be discouraged. Only those gifts that the Board deems consistent with the policies, programs, and the best interests of the District will be accepted.

Such gifts will be accepted in the name of the District and become the property of the District. Where installation is required, the gift will be installed by appropriate District personnel or by a contractor employed by the Board, unless other specific arrangements are approved by the Board. If an exterior site is necessary for the gift, the Board will prepare and maintain the site consistent with standards established by the Board and the Administration.

Whenever any grant, gift, donation or legacy of real or personal property declares that such property will be held, managed, improved, invested or otherwise disposed of for the use and benefit of the schools in the District or an individual attendance center, the title to such property will be vested in the Board for use in whatever manner the Board chooses. However, when the person making such a grant, gift, donation, or legacy requests that it be used for a certain purpose, the Board will attempt to fulfill that request until it determines -- at its discretion -- that it is no longer possible, practical or prudent to do so.

When the Board officially accepts gifts for the School District, the Superintendent will write a letter of appreciation to the donor.

LEGAL REF.: Illinois School Code, Sec. 16-1 (105 ILCS 5/16-1).

CROSS REF.: 845

Adopted: July 1, 2004

**Administrative Procedures**

**Gifts, Grants and Donations to the District**

All proposed donations, gifts, grants and bequests to be presented to the School District must be preceded by a letter from the donor to the Principal and to the District office describing the intended donation, gift, grant or bequest. The Principal will then forward the letter to the Superintendent for discussion by the appropriate School Board Committee. The School Board will then respond to the donor with the School Board's official position regarding the possible donation, gift, grant or bequest.

In order to be acceptable, a gift must satisfy the following criteria:

1. It will have a purpose consistent with those of the School District.
2. It will not begin a program which the Board would be unwilling to take over when gift or grant funds are exhausted.
3. It will not bring undesirable or hidden costs to the school.
4. It will place no restrictions on the school program.
5. It will not be inappropriate or harmful to the best education of pupils.
6. It will not endorse any business or product. Gifts with any type of advertising must be approved by the Principal.
7. It will not be in conflict with any provision of the School Code or public law.

All donations, gifts, grants and bequests will become School District property.

When the Board of Education officially accepts a gift for the School District, the Principal will write a letter of appreciation on behalf of the Board to the donor.

Adopted: July 1, 2004

**Operational Services****Student Fees**

The purpose of the textbook-workbook rental fee is to provide funds toward the purchase of textbooks, workbooks, duplicating paper and masters, magazines, dictionaries, paperback books, maps, etc., which are used to educate District students in all areas of instruction and grade levels of the school system.

**Policy Guidelines**

1. Book fees will be determined annually by the Business Office.
2. The payment of book fees will be confirmed through receipts issued by the District.
3. School principals will turn in all book-fee monies to the District Business Office for deposit in the education fund. This money will be spent specifically for texts and other supplementary educational materials and for no other purpose.

**Unpaid Fees**

If a student has unpaid fees and transfers to a public school located in Illinois or any other state, the District may elect to send only an unofficial record of the student's grades to his/her new school. However, within 10 calendar days after the student has paid all of his/her unpaid fees, the District will forward the student's official transcript of scholastic records to the student's new school.

**Waiver of Fees**

The fees referenced in this policy may be waived, under appropriate circumstances, in accordance with Board Policy 410.18.

LEGAL REF.: Illinois School Code, Sec. 2-3.96, 10-20.13, 10-22.25, and 28-16 (105 ILCS 5/2-3.96, 5/10-20.13, 5/10-22.25, and 5/28-16 ); 23 Ill.Admin.Code §375.75(f).

CROSS REF.: 410.08, 410.18, and 743.

Adopted: July 1, 2004

**Operational Services****Textbook Rentals**

The Illinois School Code grants school districts the right to purchase textbooks and rent them to pupils.

Accordingly, textbooks will be purchased by the District and furnished free to elementary school students and on the basis of an established rental fee to secondary school students. However, students shall be required to pay the necessary costs for the loss of or damage to any school-owned books. The Board of Education shall review periodically the book rental rates for the ensuing year as recommended by the Superintendent. The Superintendent or his/her designee is authorized by the Board to waive payment of this fee on a case-by-case basis.

LEGAL REF.: Illinois School Code, Sec. 10-22.25 (105 ILCS 5/10-22.25).

CROSS REF.: 410.06

Adopted: July 1, 2004

**Operational Services**

**Real Estate Rentals**

Rentals of School District real property will be approved by the Board of Education after consideration of sealed bids. The term of these rentals will be no more than three years; however, such leases are renewable, upon Board approval. The School District retains the right to reoccupy the property for school purposes, if necessary.

In entering into rental transactions, the Board is seeking to generate revenue on real property that temporarily is not being used by the District schools. Income generated from such rentals will be used to help underwrite District expenses.

LEGAL REF.: Illinois School Code, Sec. 5-28 (105 ILCS 5/5-28).

Adopted: July 1, 2004

**Operational Services**

**Depository of Funds**

Depositories for School District funds will be designated and approved by the Board of Education in accordance with the provisions of the Illinois School Code.

The depository for the active operating account shall be alternated as designated on a two-year basis between the Merchants National Bank and the Aurora National Bank. The Superintendent will suggest banks to be considered for depository designation whenever a change is necessary or appropriate. Banks serving as depositories for funds of School District 131 shall be subject to the Public Contracts section of the Fair Employment Practices Act.

LEGAL REF.: Illinois School Code, Sec. 8-7 (105 ILCS 5/8-7).

Adopted: July 1, 2004

**Operational Services**

**Use of School Property**

All equipment owned by the District is to be used for District purposes. Any exceptions to this policy must be approved by the Superintendent.

Adopted: July 1, 2004



**Operational Services**

**Sale of District Real Estate**

When, in the opinion of the Board of Education, a school site, or portion thereof, building or site with building thereon, or any other real estate of the District, has become unnecessary or unsuitable or inconvenient for a school, or unnecessary for the uses of the District, the Board may, by resolution adopted by two-thirds of its members, sell or direct that the property be sold. The Board may establish a reasonable minimum selling price. However, no District 131 property shall be sold pursuant to this policy unless such property has been appraised by a licensed real estate appraiser within the twelve (12) month period immediately preceding the approval and execution of a contract for the sale of such property. If a contract to sell such property has not been approved and executed within twelve (12) months after the date of such appraisal, for whatever reason, such property shall be re-appraised prior to the approval and execution of a contract for the sale of such property.

If the property is to be sold to another unit of local government or school district, the Board will proceed in the manner provided in the Illinois Local Government Property Transfer Act. In all other cases, the Board will proceed in the manner provided by the Illinois School Code.

If the Board does not receive a reasonable minimum selling price, or if no bids are received, it may employ a licensed real-estate broker to sell the property for a commission not to exceed 7%, contingent on the sale of the property within 120 days.

If the Board so chooses, it may raise the minimum selling price for the property without repeating the public sales procedures.

Proceeds from the sale of real estate will first be utilized to pay the principal and interest on any outstanding bonds on the property being sold. The remaining proceeds from the sale next will be used by the Board to meet any life/safety report items that are of immediate hazard to the safety of students. Remaining proceeds may then be deposited in any district fund and used for any authorized purpose.

LEGAL REF.: Illinois School Code, Sec. 5-22 (105 ILCS 5/5-22);  
Illinois Local Government Property Transfer Act (50 ILCS 605/0.01,  
*et seq.*).

CROSS REF.: 410.05

Adopted: November 6, 2006



**Operational Services**

**Interest Income**

The income earned from District investments may be placed in the fund that is most in need of such interest income, as determined by the Board of Education, unless such interest income has been earmarked or restricted by the Board for a designated purpose.

However, interest income earned on any funds for IMRF, Tort Immunity, Life Safety or Capital Improvement purposes will be restricted to its respective fund.

LEGAL REF.: Illinois School Code, Sec. 10-22.44 (105 ILCS 5/10-22.44).

Adopted: July 1, 2004

**Operational Services****Waiver of School Fees**

All school fees assessed by School District 131 will be waived for children eligible for free lunches or breakfasts under the School Free Lunch Program Act (105 ILCS 125/1, et seq.). Also, such fees will be waived for children whose parents or guardians are able to establish to the reasonable satisfaction of the District that, because of other extenuating circumstances (i.e. students who are eligible to receive reduced price lunch or breakfast; very significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage), are unable to afford such fees. Every child will, however, be required to provide his or her own ordinary supplies or materials (e.g. pencil, paper, notebooks), which are necessary to participate in any curricular or extracurricular program.

For purposes of this Policy, the term "School Fees" will include, but not be limited to, the following:

- (A) All charges for required textbooks and instructional materials;
- (B) All charges and deposits collected by the District for use of school property (e.g. locks, towels, laboratory equipment);
- (C) Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences);
- (D) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs;
- (E) Charges to participate in extracurricular activities;
- (F) Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies);
- (G) Graduation fees (e.g., caps, gowns);
- (H) School records fees;

- (I) School health services fees; and
- (J) Driver's education fees assessed pursuant to Section 27-23 of The Illinois School Code.

For purposes of this Policy, the term "School Fees" will not include:

- (A) Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments);
- (B) Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items;
- (C) Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish club or a senior class trip);
- (D) Charges for admission to school dances, athletic events or other social events; and
- (E) Optional community service programs for which fees are charged (e.g., preschool, before- and after-school child care, recreation programs).

This Policy will be communicated in writing to the parents or guardians of all students enrolled in the District at the start of each school year and to the parents or guardians of all students enrolling in the District for the first time.

The first bill or notice sent to parents or guardians who owe fees will state:

- (A) That the District waives fees for persons unable to afford them in accordance with this policy; and
- (B) The procedure for applying for a fee waiver.

Applications for waiver of school fees will be submitted, in writing, to the School Principal, accompanied by sufficient documentation to establish that the child is eligible for free lunches or breakfasts under the School Free Lunch Program Act or that the parents or guardians of such child are unable to afford such fees.

If the request for a fee waiver is denied, the School Principal will mail a copy of his or her decision to the requesting parents or guardians within thirty (30) calendar days of receiving the request. The decision will state the reason for the denial and will inform the parents of their right to appeal, including the process and timelines for that action. The denial notice will also include a statement informing the parents that they may reapply for a waiver any time during the school year, if circumstances change.

An adverse decision of the Principal may be appealed to the Assistant Superintendent by written letter delivered within seven (7) days of receiving the Principal's decision. The Assistant Superintendent will provide a response to the parent's or guardian's letter within thirty (30) days of the District's receipt of that letter.

Parents or guardians will have the right to meet with the District Superintendent in order to explain why the fee waiver should be granted. If the appeal is denied, then the District will mail a copy of its decision to the parents or guardians. The decision will state the reason for the denial.

No fee will be collected from any parent or guardian who is seeking a fee waiver in accordance with this policy until the District has acted on the initial request or appeal (if any is made), and the parents or guardians have been notified of its decision.

If this policy or the fee waiver procedure is substantively amended, parents or guardians of students enrolled in the District will be notified in writing within thirty (30) calendar days following the adoption of the amendments.

School records that identify individual students as applicants for or recipients of fee waivers are subject to the Illinois School Student Records Act (105 ILCS 10/1 et seq.). Information from such records is confidential and may be disclosed only as provided in that Act.

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, will be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

LEGAL REF: Illinois School Code, Sec. 10-20.13 and 10-22.25 (105 ILCS 5/10-20.13 and 5/10-22.25); 23 Ill.Admin.Code §1.245.

Adopted: July 1, 2004

**APPENDIX 1**

**NOTICE TO PARENTS - WAIVER OF SCHOOL FEES**

Dear Parents:

Please be aware that the Board of Education of East Aurora School District 131 waives all school fees for children eligible for free lunches or breakfasts under the School Free Lunch Program Act and for children whose parents are able to establish that they are unable to afford such fees due to other circumstances. A copy of the District's Waiver of School Fees Policy is enclosed for your reference. If you believe your child may qualify for fee waiver, please complete the enclosed Fee Waiver Application Form and return it to the School Principal as soon as possible. If you need further information concerning waiver of school fees, please contact the School Principal.

Sincerely,

Assistant Superintendent of Schools

**APPENDIX 2**

**FEE WAIVER APPLICATION FORM**  
**(Complete One Form for Each Child)**

I, \_\_\_\_\_, of \_\_\_\_\_  
(Name of Parent or Guardian)  
being the parent or guardian of \_\_\_\_\_, a student in  
(Name of Student)  
East Aurora School District 131, hereby request that the Board of Education waive all  
school fees for such student pursuant to the Board Policy on Waiver of Student Fees,  
for the following reason (Check one and provide additional information as necessary):

\_\_\_ The student is eligible for free lunches or breakfasts under the School  
Free Lunch Program Act, or

\_\_\_ The Parents/Guardians of the student are unable to afford such fees  
because: \_\_\_\_\_  
\_\_\_\_\_

I understand that even if this request is granted, my child will be required to  
provide his/her own ordinary supplies or materials (e.g. pencil, paper, notebooks), which  
are necessary to participate in any curricular or extracurricular program. I am enclosing  
all documentation necessary to support my claim.

I have reviewed the District's policy and am aware that supplying false  
information to obtain a fee waiver is a Class 4 felony pursuant to 720 ILCS 5/17-6. I  
attest that the statements made herein are true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Parent or Guardian



**Operational Services****Income from School Shop Sales and Service**

The services and products provided through the District's various vocational programs are not designed to be competitive with local businesses or to produce revenue for the District. However, when such services and products are made available to the public, the customer will be charged an amount sufficient to cover the cost of materials, supplies, parts and insurance. Students enrolled in District 131 vocational courses will be charged only for materials and parts.

Money received from customers will be turned in to the School Business Office for deposit in a designated depository. This money will be credited to the general account, with the exception of money received for repairs in school shops. The latter will go into a special clearing account set up to cover parts, materials and miscellaneous costs associated with the services provided in these shops.

Adopted: July 1, 2004

**Operational Services**

**Gate Admission Receipts**

The building principal is responsible for the proper collection, supervision, disbursement and/or remittance of gate admission receipts from school events.

Entrance to school events requiring a paid admission will be by ticket or pass only, so that an accurate record can be maintained for accounting purposes.

Adopted: July 1, 2004

**Operational Services**

**Student Activity Funds**

Definition: In general, student activity funds are those funds that are owned, operated, and managed by students under the guidance and direction of a staff member for educational, recreational, and/or cultural purposes. Though student activity funds are not tax monies, the Board of Education has the ultimate responsibility for them.

Organizational Approval: The Board of Education authorizes the Superintendent to act as its designated representative to approve the formation of all class organizations, clubs and associations.

General Policy:

1. Projects that raise student activity funds should contribute to the educational experience of students and not conflict with, but add to, the instructional program.
2. Funds derived from the student body as a whole should be spent for the benefit of the student body as a whole.
3. Student activity funds should, whenever possible, be spent for the benefit of those students currently in school who have contributed to the accumulation of such funds.
4. Student-body representation is required whenever possible or feasible in the management of funds raised by the student body and spent for its benefit.
5. Student-body business should be conducted so that it offers minimum competition to commercial concerns, while still benefitting the student body as a whole.

LEGAL REF.: Illinois School Code, Sec. 8-2, 8-7 and 10-20.19 (105 ILCS 5/8-2, 5/8-7 and 5/10-20.19); Illinois Public Funds Investment Act, Sec.0.01, *et seq.* (30 ILCS 235/0.01 *et seq.*); and 23 Ill.Admin.Code §125.

CROSS REF.: 730.10

Adopted: July 1, 2004

**Operational Services**

**Student Activity Fund Management**

**Guidelines:**

1. No funds may be collected without the consent of the designated representative of the Board of Education.
2. The Board requires the keeping of financial records that show amounts received and disbursed, and the amount of cash currently on hand. These records should be available for review/audit immediately upon request.
3. No student body may be required to pay for any expenditures made by a student, teacher, or District employee who has not received a written purchase order or authorization from the School Principal.

**Student Activity Fund Treasurer:**

1. The Board of Education will appoint a Student Activity Fund Treasurer to be the custodian of the student activity fund. The treasurer must be bonded in accordance with the provisions of Article 8, Section 2 of the School Code of Illinois.
2. The treasurer will direct the School Principal to keep all monies on deposit in a designated depository -- as per Article 8, Section 7 of the School Code of Illinois -- and maintain liability accounts to show ownership of the cash on deposit. Each student activity receiving money from whatever source must deposit that money with the treasurer and obtain a signed receipt, on which is designated the student activity and the amount of money deposited. A record of all receipts and expenditures in the activity fund will be continuously maintained. The treasurer is the conservator of each student activity fund and any existing balances must be turned over to him/her.
3. Disbursements may be made only by the School Principal, who must have the signed authorization of the faculty advisor and building Principal. Also, such disbursements must be by check and charged to the proper activity. In no event will a check be written if the respective activity account has insufficient funds. No overdrafts will be permitted. Loans between student activity accounts are authorized upon the approval of the president or secretary of each activity, the faculty advisor of each activity and the treasurer.
4. Monthly, the Principal will reconcile the cash on deposit with the total liability for each activity.

5. The Principal will provide each student activity with monthly financial reports, which will include a statement of receipts and disbursements and current balances. Similar statements will be provided to the Board of Education by the Treasurer on a periodic basis, but not less than once each year.

Audit:

1. The fiscal year for annual reports of student activity funds will coincide with the school fiscal year set by the Board and all accounts will be audited annually by a licensed public accountant.
2. The annual audit will be appended to the School District Annual Financial Report and made available to the Superintendent, Educational Service Region, for forwarding to the Illinois Office of Education.
3. The audit must be submitted to the Superintendent, Educational Service Region, on or before October 15 of each year or within sixty (60) days of the date if the deadline is extended by the Superintendent, Educational Service Region.

Dormant Funds:

1. At the end of the fiscal year, the balance in each activity account may be carried over to the next fiscal year.
2. Upon recommendation of the Board's designated representative, the Board may authorize the transfer of monies lying dormant in an account of a class, organization, club, and/or association at the end of the fiscal year to another class, organization, club, and/or association.
3. The Board's designated representative may dispense such dormant monies on a prorata basis to activity members.

Depositing and Withdrawing Activity Funds

All class, athletic, club funds, etc. will be deposited with the Principal for deposit into the Student Activity Fund. The money will be placed in a common account in a depository institution designated by the Superintendent. Even though all accounts and records will be kept by the Principal, each group having money on deposit should also keep records of their own. Money collected by a class or group should be turned over to the Principal immediately. No one should have school funds in his or her possession for any longer than is absolutely necessary. No one should take school funds to his or her home. A deposit receipt will be issued to the class or group. All money is to be deposited in the bank at the end of each day. When a group desires to draw on their account, they must

fill out appropriate forms supplied by the Principal and submit the request to the Principal at least 48 hours before they expect the request to be filled.

1. Procedures for depositing funds:
  - a. Take money to Principal.
  - b. Secure a deposit envelope. (Do not remove from office and take only number you require for that deposit.)
  - c. Complete all information requested by writing plainly or by printing on both ends of deposit envelope. (STUDENTS ARE NOT ALLOWED TO DEPOSIT MONEY.)
  - d. Place money in completed envelope, seal it, and place in box provided for completed deposit envelopes.
  - e. When money has been counted and, if there are no errors, the receipted part of the envelope will be signed by the Principal or his or her representative and returned to the depositor after the deposit has been made.
  - f. If the amount of money counted by the Principal does not correspond to the amount recorded on the envelope, the depositor will immediately be contacted to discuss the discrepancy.
  - g. If more than one week elapses between the deposit and the issuance of the receipt, the depositor will request a receipt from the Principal.
  - h. All receipts and collections are to be deposited each day in even dollars except for the final deposit of any specific collection. The minimum amount that may be deposited is \$1.00.
  - i. If there is to be a prolonged collection and accumulation of money, do not make small deposits but make arrangements with the Principal for the safekeeping of the funds until the collection has been completed.
  - j. DO NOT LEAVE MONEY IN THE BUILDING OVERNIGHT. DO NOT TAKE MONEY HOME.

2. Checks will be written on one day each week. Requests for payment may be submitted at any time but will be held until that day.
  - a. Purchase requests for materials to be charged to classes, clubs, and other activities or organizations must be approved by the Principal. All requisitions must contain all information requested or they will be returned for completion. The Principal will not honor any bills for which there has been no purchase order requested and issued.
  - b. After the purchase order has been approved, a bill must be obtained from the supplier when the purchase is made. This bill will contain the name of the supplier, quantity, description of articles, and the total cost of the item or items received. This bill will be immediately filed with the Principal along with a properly completed request for payment so that it may be charged to the proper account.
  - c. Unfilled orders must be returned to the Principal for cancellation within 48 hours after issue.
  - d. No purchase will be made without prior approval through the Principal and no invoices will be paid unless the request for expenditures has been previously approved.
  - e. In no event will a check be written if the respective activity account has insufficient funds. No overdrafts will be permitted.

Investments:

1. The Board of Education may authorize the investment of student activity funds.
2. Investments must be made in accordance with Illinois law.
3. Interest earned on such investments may be apportioned among the various student activity funds.

LEGAL REF.: Illinois School Code, Sec. 8-2, 8-7 and 10-20.19 (105 ILCS 5/8-2, 5/8-7 and 5/10-20.19); Illinois Public Funds Investment Act, Sec.0.01, *et seq.* (30 ILCS 235/0.01 *et seq.*); and 23 Ill.Admin.Code §125.

Adopted: July 1, 2004

**Operational Services**

**Insufficient Funds (NSF) Checks**

A charge may be made by the District for checks that are returned to the schools due to insufficient funds (NSF).

Every effort will be made by the principal to contact the individual -- within two weeks of receiving the NSF notice -- for an immediate payment. If after the first request a check is not forthcoming, or if upon receiving a second check that check is rejected by the bank due to insufficient funds, the principal will again contact the individual to determine whether there is an inability to pay based upon need, or if the individual is unwilling to pay. The principal will determine whether the fee should be waived or deferred due to financial hardship. These circumstances, as determined by the principal, will not result in the NSF check being turned over to the Business Office.

Upon referral by the building principal, the Business Office will send the issuer of the check a 30-day demand by certified mail. The person who issued the check or draft that is dishonored due to lack of sufficient funds will be liable for a minimum of \$10, or for all costs and expenses incurred including reasonable attorney's fees.

The Superintendent or his/her designee may, when appropriate, take action to collect the maximum fee authorized by State law for checks written to the District that are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent is authorized to contact the District's attorney whenever necessary to collect the check amount, fee, collection costs and expenses, and interest.

LEGAL REF.: Illinois Uniform Commercial Code, Sec. 3-806 (810 ILCS 5/3-806).

Adopted: July 1, 2004



**Operational Services**

**Tax Shelter Annuities**

Employees may participate in a tax sheltered annuity program through a payroll deduction plan. The company must be approved to sell tax sheltered annuities in the State of Illinois and abide by the following guidelines:

- A. There shall be no individual solicitation of employees during the *school* day or within the school building.
- B. Any group presentation must be approved by the Board of Education.
- C. Presentation of application must be made to business office a minimum of ten (10) days prior to effective deduction payroll date.
- D. Remittance procedures shall be in accordance with business office policies of District 131.
- E. It is the responsibility of the annuity program to adhere to all state and federal regulations.

The District allows employees free choice of any qualified product and assumes no liability for investment performance.

Adopted: July 1, 2004

**Operational Services**

**Loan or Exchange of Equipment With Other Governmental Agencies**

In order to maximize the use of school-owned equipment and to take advantage of the availability of equipment owned by other governmental agencies and not otherwise available to the school district, the temporary loan or exchange of such equipment may be authorized by the office of the Superintendent of Schools.

The loan of school equipment for the private use of an individual (including employees) is not permitted.

Adopted: July 1, 2004

**Operational Services****Payment Procedures**

All bills for goods, services, salaries, expenses or other items must be approved by the Board of Education in advance of payment except when paid for from Board-authorized imprest funds for school cafeterias, lunch rooms, athletics, petty cash or similar purposes, provided such funds are in the custody of an employee who is properly bonded and who is responsible to the Board and the Treasurer. All bills presented for payment approval to the Board of Education shall be certified, as listed, by the Assistant Superintendent for Business and approved by the Superintendent of Schools. This list shall be presented to the Board at least three (3) days prior to the regular meeting at which action is to be taken.

The Assistant Superintendent for Business is responsible for preparing a listing of current bills and presenting it to the Board of Education at each month's regular business meeting. The Board will authorize payment of these bills, but only after a careful review of the listing and supporting documents that will be available upon request. District bills will be approved by a roll call vote of the Board and the amount paid for each bill will be listed in the Board meeting minutes. The Treasurer will pay the bills after receiving School Board approval. All disbursement checks drawn on District funds will be signed by the Treasurer and by the Board President.

Interim payments may be made for contracted services previously approved by the Board or services where a penalty might be affixed (e.g., payments for sewer, water, gas, electricity, bond and interest). Listings of such payments will be furnished to the Board at the following business meeting.

The Treasurer is authorized to pay Social Security taxes and wages without further Board approval. These disbursements will be included in the listing of bills presented to the Board.

Two authorized signatures shall be required for all checks drawn against the following funds:

- Educational Fund
- Operations, Building & Maintenance Fund
- Municipal Retirement Fund
- Bond and Interest Fund
- Transportation Fund
- Construction Fund
- Working Cash Fund
- All Activity Funds in All Schools

School district checks shall be signed by the School Treasurer and countersigned by the President of the Board of Education. The use of a mechanical check signing instrument, or approved facsimile signature, is permissible for the district checks.

LEGAL REF.: Illinois School Code, Sec. 8-16, 10-7, and 10-20.19. (105 ILCS 5/8-16, 5/10-7, and 5/10-20.19).

Adopted: July 1, 2004

## **Operational Services**

### **Purchases**

The Board of Education views the purchasing of necessary supplies, equipment, and services as essential to creating and maintaining a good educational program.

The Board declares its intention to purchase competitively without regard to the race, national origin, religion, or political affiliation of the vendor and to seek maximum educational value for every dollar spent.

The acquisition of supplies, equipment and services will be centralized in the District's Business office, which functions under the supervision of the Assistant Superintendent for Business, who oversees all purchasing transactions.

The Assistant Superintendent for Business is responsible for the quality and quantity of purchases made. The prime guidelines governing this responsibility require that all purchases fall within the framework of budgetary limitations and that they be consistent with the approved educational goals and programs of the District.

The Assistant Superintendent for Business or his designee will make recommendations to the Board on all required annual supplies or services. Adoption of the annual budget authorizes the Superintendent or a designee to purchase budgeted supplies, equipment, and services. Purchases of items not included in the budget require prior Board approval, except in an emergency.

All contracts for supplies, materials, or work involving an expenditure in excess of \$25,000 will be made in accordance with the State law bidding procedure, unless specifically exempted. Sealed, competitive bidding, with certain statutory exceptions, is required. The Superintendent or a designee will prepare the necessary legal notices. The contract will be awarded to the lowest responsible bidder, considering conformity with specifications, delivery terms, quality, and serviceability. The Superintendent or a designee will report the results of the bidding to the Board, together with a recommendation and supporting rationale. Contracts will be awarded by the Board at an official meeting. Bid deposits of 10 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.

State requirements and Board-authorized procedures will be followed in all purchasing transactions.

The Superintendent will develop procedures that will allow the purchase of good quality products and services at the lowest cost, with consideration for service, quality, and delivery promptness, in compliance with State law.

LEGAL REF.: Illinois School Code, Sec. 10-20.21 (105 ILCS 5/10-20.21).

Adopted: July 1, 2004

Amended: March 2, 2009

**Administrative Procedures**

**Purchases**

The purchasing practices of the District will benefit the educational program. In order to obtain the greatest value for every tax dollar spent, decisions on purchases will be based on:

- specifications that stress good quality within the limitations of the budget
- lowest cost within adherence to the specifications
- consideration for the quality of service, and
- promptness of delivery.

These procedures will be followed for all District purchases:

1. All purchases of goods, services, and equipment except purchases made from the petty cash fund, revolving fund, and certain food and minor purchases should be made through the use of purchase orders. Authorized purchases may be made from a vendor that does not accept a purchase order provided that documentation of the purchase and receipt are submitted to the Business Office.
2. All contractors and suppliers must comply with the provisions of the Equal Opportunity Clause as required by the Illinois Human Rights Act (775 ILCS 5/2-105).
3. The Business Office will maintain a list of interested bidders for the various types of goods and services and will allow all bidders an opportunity to submit quotations.
4. Solicitation or acceptance of personal gifts or gratuities from vendors who are supplying or might seek to supply the school district is discouraged.
5. Contracts for supplies and services whose estimated cost or value is \$25,000 or less may be entered into either via quotation or in the open market, with the concurrence of the Associate Superintendent - Business. Where practicable, a minimum of two quotations will be obtained before such contracts are awarded.
6. The following procedures govern the awarding of contracts involving an expenditure in excess of \$25,000 for the purchase of supplies, materials or work, or contracts with private carriers for transporting pupils:
  - A. All purchases of supplies and services whose estimated cost is in excess of \$25,000 will be made through a competitive bidding process. The Board of Education will award contracts to the lowest responsible bidder, after considering each bid's conformity with District 131's requested specifications, terms of delivery, and the quality and serviceability of the bid terms.

B. According to the Illinois School Code, the following exceptions to competitive bidding requirements are allowed:

1. Contracts for professional services such as legal counsel, insurance, architect, accounting, and consulting, where the ability or fitness of individuals is an important factor;
2. Contracts for the printing of finance committee reports and department reports;
3. Contracts for the printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
4. Contracts for the purchase of perishable foods and perishable beverages;
5. Contracts for materials and work, which have been awarded to the lowest responsible bidder after required public notice, but due to unforeseen revisions not the fault of the bidder (contractor) must be revised at a cost not exceeding ten (10) percent of the contract price;
6. Contracts for maintaining, servicing, and/or providing repair parts for equipment, when awarded to the manufacturer or authorized service agent of that equipment, when such services and parts can best be provided by that manufacturer or authorized service agent;
7. Contracts for the use, purchase, delivery, installation, or movement of data processing equipment, software, and/or services and telecommunications and interconnect equipment, software and/or services;
8. Contracts for duplicating machines and supplies;
9. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility;
10. Contracts for the purchase of equipment previously owned by some entity other than District 131;
11. Contracts that don't exceed \$50,000 for the repair, maintenance, remodeling, renovation, or reconstruction of an existing facility or for a single project -- when such work will not change or increase the size, type, or extent of the facility;



12. Contracts for supplies or services procured from another governmental agency;
  13. Contracts for supplies or services that are economically procurable from only one source -- such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone;
  14. Where funds are expended in an emergency and such emergency expenditure is approved by an affirmative vote of three quarters of the Board of Education; and
  15. State master contracts authorized under Article 28A of the School Code.
- C. Public notice seeking such bids -- including details of the supplies and services to be purchased and the due date and place for the receipt of all bids -- will be published at least ten (10) days before the bid due date in one or more newspapers with general circulation in District 131.
- D. The following information should be included in the advertisement for bids:
1. A description of the materials, supplies, or work involved. Specifications will be written in such a manner as to insure, as much as possible, that the products offered in a bid are appropriate to the project. However, specifications should be as broad as possible to permit competition, consistent with quality and design desired. In some instances, the clearest specification may be the naming of brand products or model numbers, with the additional qualification of "or equal to", to indicate that consideration will be given to items of similar manufacture, design and quality;
  2. Completion or delivery date requirements;
  3. Requirements for bid bonds or deposits;
  4. Requirements for performance and labor and material payment bonds;
  5. Date, time and place of the bid opening; and
  6. Any other useful information.

- E. If specifications are available, the advertisement for bids will describe where they may be obtained and/or inspected.
- F. All bids for contracts involving an expenditure in excess of \$25,000 must be sealed by the bidder and opened by a member or employee of the Board at a public bid opening, during which the contents of the bids will be disclosed.
- G. Each bidder will be given at least 3 days' notice of the time and place of the bid opening.
- H. Subject to more stringent provisions contained in the specifications for the particular project, the following general bid conditions and instructions will apply:
  - 1. All bids are to be submitted per specifications or written directions.
  - 2. All bids must be submitted in sealed envelopes addressed to the Superintendent of Schools or his/her designee. The bid number, the opening date, and the time are to be marked in the lower left-hand corner of the envelope unless otherwise directed in the specifications.
  - 3. Prices on bids will be received until the date and time specified.
  - 4. All bid prices are to be net prices.
  - 5. Quote all prices less any applicable federal excise and/or state sales taxes.
  - 6. Delivery charges will be included in the quoted price.
  - 7. All items must show a unit price and an extended price where applicable. Unit prices will govern if the price extensions are in error.
  - 8. The District reserves the right to increase quantities with the understanding that the bid price will remain effective.
  - 9. Samples must be submitted with the bid, where specified. The District will not assume responsibility for the return of samples unless specific instructions concerning disposition of all samples accompany the bid. The return of samples will be at the vendor's expense. Each sample must be identified by the corresponding item number in the bid and the vendor's name.

10. No bids may be withdrawn after bid opening for a period of thirty (30) days or as otherwise directed in the specifications.
  11. The District reserves the right to reject any and/or all bids and to waive any informality in the bidding. Furthermore, the District reserves the right to select any item or items considered most suitable for its use or, in its judgment, in the best interest of the school system. Where "approved equal" is used in specifications, the owner's decision as to quality or relative merit will be final.
  12. Should a vendor wish to bid on an item other than that specified, the item must be marked "Substitute" or "Alternate." An indication must be made designating the item to which such substitute or alternate refers. The vendor must also supply all pertinent information concerning such substitute or alternate at the time of bidding in order to have such item or items considered.
- I. Occasionally, the lowest responsible bid is a tie between two or more vendors. In such case, the following rules will apply:
1. If one of the lowest bidders is a local vendor, he will be awarded the contract. A local vendor is defined as one maintaining an office within the District.
  2. If two or more of the lowest bidders are local vendors, the award will be made by lot between/among them.
  3. When no local vendor is among those tied, the award will be determined by a lot among all vendors included in the tie.
- J. Contracts will be awarded at a properly called open meeting of the Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent will provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, will record the factual basis for its decision in its minutes.
- K. The District reserves the right to reject any or all bids. Any bid may be withdrawn prior to the scheduled time for the opening of the bids. Any bid received after the time and date specified will not be considered.
- L. Bid deposits and performance, labor and/or material bonds will be in accordance with any assigned specifications, or, in lieu of such specifications, an amount as determined by the Superintendent of Schools.

State master contracts and certified education purchasing contracts, as defined in Article 28A of the School Code, are not subject to the requirements relating to sealed bids and bid notices, as provided in subsection (a) of Section 10-20.21 of the School Code.

According to subsection (c) of Section 10-20.21 of the School Code, if the State education purchasing entity creates a master contract as defined in Article 28A of the School Code, then the State education purchasing entity shall notify school districts of the existence of the master contract. In purchasing supplies, materials, equipment, or services that are not subject to subsection (c) of Section 10-20.21 of the School Code, before the District solicits bids or awards a contract, the District may review, and consider as a bid, certified education purchasing contracts that are already available through the State education purchasing entity.

LEGAL REF.: Illinois School Code, Sec. 10-20.21 (105 ILCS 5/10-20.21).

Adopted: July 1, 2004

Amended: April 6, 2009

**Operational Services**

**Purchase Orders**

Purchasing Procedures

Purchase orders will be used to purchase all goods, services and equipment in the District, with the exception of very small purchases made with petty cash funds. The Superintendent or his/her designee will establish and implement an orderly system of processing District purchase orders prior to purchase, which assures the efficient handling of purchasing, receiving, and disbursement of supplies, equipment and services.

Purchase orders that originate at the building level must be signed by the Principal. All other purchase orders must be signed by a Central Office administrator. Purchase Orders, when completed, will be countersigned by the Assistant Superintendent for Business.

A purchase order will be drawn with all pertinent information including the account to which items are to be charged. For convenience, a special form may be used for purchases made locally.

A receiving copy of the order will be properly signed and dated, showing items received.

Small Purchase Orders

Open purchase orders may be placed with a business in order to expedite handling of small miscellaneous items. A maximum of \$2,000 will be established as the limit for the purchase of any miscellaneous items. However, purchases under the auspices of the National School Lunch Program will be excluded from this policy and fall under the jurisdiction and authorization of the Business Office.

Purchases of such miscellaneous items must have the approval of the Superintendent or his/her designee. Statements of such miscellaneous items must be submitted to the Board at each monthly business meeting.

CROSS REF.: 415.02 and 415.02-R

Adopted: July 1, 2004

**Operational Services**

**Project Administration**

Board approval will be required for any payments to a contractor for work completed, according to a previously agreed schedule and upon certification by the architect -- if an architect is involved with the project.

Payment for the final installment, or portions thereof, will be withheld until all work has been completed to the satisfaction of the architect and/or the Superintendent and the Board.

Adopted: July 1, 2004

**Operational Services**

**Purchasing for Employees**

The District will not participate in the purchase of items that are to become the personal property of employees or others, except for programs where resales have been specifically authorized. Students, District employees, and other persons will not make personal purchases through internal funds to take advantage of purchasing privileges such as discounts and tax exemptions. Funds are not to be used for any purpose that represents an accommodation, loan, or credit to District employees or other persons, including students. The Superintendent may inform employees and others, upon request, regarding sources for items purchased by the school system.

Adopted: July 1, 2004

**Operational Services**

**Vendor Relations**

Vendors and other outside persons wishing to sell goods or services to District 131 students, staff or administrative personnel are prohibited from making personal or telephone solicitations at District school buildings or administrative offices or on school grounds -- unless authorized to do so by the District's Human Resources office.

Any vendors or persons interested in marketing such goods or services to District 131, or to our students, staff members or administrative personnel, must send a letter of introduction and written proposal to the District's Human Resources office. Then, if the District is interested in acquiring such goods or services, that vendor will be contacted and advised of subsequent procedures.

Persons attempting the unauthorized sale of goods or services by telephone or in person will be advised of this policy, and directed to follow the procedures contained herein.

In all procurement activities, Board members and District employees will:

1. Consider first the interests of the District and the betterment of the District's educational program.
2. Endeavor to obtain the greatest value for every tax dollar expended.
3. Give all responsible bidders equal consideration and unbiased judgment in determining whether their product meets specifications and the educational needs of the District. There will be no discrimination toward vendors on account of color, race, nationality, religion or religious affiliation, age, disability or sex.
4. Discourage the offer of, and decline to accept gifts or gratuities from vendors who are supplying or who might seek to supply the District. Professional samples, advertising items of nominal value, and business luncheons are excluded from this policy. However, discretion should be used in accepting vendor hospitality.
5. Refrain from soliciting funds, materials, or favors from vendors, however worthy the purpose.

Adopted: July 1, 2004



**Operational Services**

**Cooperative Purchasing**

The Board of Education may authorize cooperative purchasing with other school districts and/or public agencies when significant savings can be realized. Participation in such arrangements is authorized only when the purchasing is done under the rules, regulations and laws of the State of Illinois governing competitive bidding.

LEGAL REF.: Illinois Intergovernmental Cooperation Act, (5 ILCS 220/1 *et seq.*).

Adopted: July 1, 2004

**Operational Services**

**Quality Control - Specifications**

For the purpose of securing bids or quotations on items to be purchased, specifications will be written in such a manner as to insure, as far as possible, that the products offered for sale are acceptable for purchase. However, specifications should be as broad as possible to permit competition, consistent with quality and design desired.

In some instances, the clearest specification may be the naming of a brand product or model number, with the additional qualification "or equal" to indicate that consideration will be given to items of similar manufacture, design, or quality.

A product or service may be restricted to a specific vendor or manufacturer when required for specific reasons, standardization, or otherwise in the best interest of the District.

Adopted: July 1, 2004

**Operational Services****Equal Employment Opportunity**

In the event of a contractor's noncompliance with any provision of this Equal Employment Opportunity Clause or the Illinois Fair Employment Practices Act of the Fair Employment Practices Commission's Rules and Regulations for Public Contracts, the contractor may be declared nonresponsible and, therefore, ineligible for future contracts or subcontracts with the State of Illinois or any of its subdivisions or municipal corporations. Also, in the event of noncompliance, the contract may be canceled or voided in whole or in part, and other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation.

During the performance of the contract, the contractor agrees:

1. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further, that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.
2. That if it hires additional employees in order to perform this contract or any portion hereof, it will determine the availability (in accordance with the Commission's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
3. That in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, national origin or ancestry.
4. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the contractor's obligations under the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts. If any such labor organization or representative fails or refuses to cooperate with the contractor in its efforts to comply with such Act and Rules and Regulations, the contractor will promptly so notify the Illinois Fair Employment Practices Commission and the contracting agency will recruit employees from other sources when necessary to fulfill its obligations thereunder.

5. That it will submit reports as required by the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Commission or the contracting agency, and in all respects comply with the Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
6. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Illinois Fair Employment Practices Commission for purposes of ascertaining compliance with Illinois Fair Employment Practices Act and the Commission's Rules and Regulations for Public Contracts.
7. That it will include verbatim or by reference the provisions of paragraphs 1 through 7 of this clause in every performance subcontract as defined in Section 2.10(b) of the Commission's Rules and Regulations for Public Contracts so that such provisions will be binding upon every such subcontractor. In the same manner as with other provisions of this contract, the contractor will be liable for compliance with applicable provisions of this clause by all its subcontractors; and further, it will promptly notify the contracting agent and the Illinois Fair Employment Practices Commission in the event any subcontractors fails or refuses to comply therewith. In addition, no contractor will utilize any subcontractors declared by the Commission to be nonresponsible and therefore ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

The Equal Opportunity clause must be included in all labor-related documents, publications and contractual agreements. Section 3.2 and 3.3 of the Illinois Fair Employment Practices Commission's Rules and Regulations for Public Contracts sets forth the conditions under which such statements are required.

Section 3.2 - Incorporation by Operation of the Regulations. All contract specifications furnished by any contracting agency to bidders or contractors shall contain the Equal Employment Opportunity Clause set forth in Section 3.1 hereof and such clause shall be included as a material term of any contract; however, a contracting agency having published rules and regulations which govern all its contracts and which include the Equal Employment Opportunity Clause may incorporate such clause by reference in such agency's individual contracts or contract specifications. By operation of these Rules and Regulations, the Equal Employment Opportunity Clause shall be deemed to be a part of every contract whether or not such contract is in writing and regardless of whether said clause is physically incorporated therein.

Section 3.3 - Subcontracts. Each contractor and subcontractor shall in turn include the Equal Employment Opportunity Clause set forth in Section 3.1 hereof in each of its subcontracts verbatim or by reference so that provisions of Paragraphs 1 through 7 of said clause will be binding upon subcontractors of every tier; provided however, that only paragraphs 1, 5, 6, and 7 need be included in every subcontract as defined in Section 2.10(a) hereof.

Legal References: Civil Rights Act of 1964, as amended in 1972, Title VI, Title VII  
Executive Order 11246, 1965, as amended by Executive Order 11375  
Equal Employment Opportunity Act of 1972, Title VII  
Educational Amendments of 1972, Title IX (P.L. 92-318) 45 CFR, Parts 81, 86 (Federal Register, June 4, 1975, and August 11, 1975)  
Illinois Fair Employment Practices Act

Adopted: July 1, 2004

**Operational Services**

**Revolving Fund**

The Board will authorize the maintenance of a District revolving (imprest) fund. Checks may be written against this fund by the Treasurer or his/her designee to pay bills that need to be paid in the most expedient manner. All checks drawn against this fund will be listed as to the amount, name of payee, and purpose of the purchase and will be presented to the Board monthly. The Board will authorize replenishment of the imprest fund monthly. Funds remaining in the imprest account at the end of the fiscal year will be transferred to the Education Fund. The fund will be audited annually by independent outside auditors.

LEGAL REF.: Illinois School Code, Sec. 10-20.19. (105 ILCS 5/10-20.19).

Adopted: July 1, 2004

**Operational Services**

**Petty Cash Accounts**

In order to facilitate refunds and minor purchases, the Board of Education will authorize the Superintendent or his/her designee to establish and maintain petty cash funds in each school and in the District's Business Office.

The custodian for such accounts at the schools will be the principal; the custodian at the Business Office will be the Assistant Superintendent for Business or his/her designee.

Each transaction must be supported by the account custodian with proper receipts.

Justifiable expenditures from the petty cash accounts will include, but not be limited to, miscellaneous office materials and supplies (\$50.00 maximum), stamps and freight. Petty cash funds should not be used to circumvent established purchasing policies.

The petty cash funds will be replenished as imprest funds and are to be reimbursed to each account through accounts payable, after such actions have been approved by the Assistant Superintendent for Business.

LEGAL REF.: Illinois School Code, Sec. 10-20.19. (105 ILCS 5/10-20.19).

Adopted: July 1, 2004

**Operational Services**

**Prevailing Wage**

Each year, the Board of Education will investigate and determine the prevailing rate of wages (as defined in the Illinois Prevailing Wage Act) being paid to laborers, mechanics and other workers in the locality of District 131. Thereafter, the District will ensure that no less than such wages are paid to workers who are employed to construct public works for the District.

LEGAL REF.: Illinois Prevailing Wage Act (820 ILCS 130/0.01, *et seq.*).

Adopted: July 1, 2004



**Operational Services**

**Employment of Professional Assistance**

When economically feasible, the Board of Education will obtain competent professional advice on the preparation, planning and execution of any project involving capital expenditures.

The Board will then solicit quotations for such projects on the basis of drawings, plans and specifications that clearly detail and outline the purpose, extent and scope of the work to be performed and the results expected.

LEGAL REF.: Illinois School Code, Sec. 10-20.21 (105 ILCS 5/10-20.21).

Adopted: July 1, 2004

**Operational Services**

**Compiling Supplier Bid Lists**

- A. Original bid lists are compiled from names of suppliers who have previously served the school district and for whom there are records in the Administration Office, those who write or call in person at the office requesting that their names be placed on the bid lists, and those sources of supply which the Administration Office knows to be good and reliable.
- B. The names of suppliers who do not bid for a two-year period will be removed from the list. Suppliers may again be listed upon their request, providing the request is in writing well in advance of the date(s) bid lists are issued.
- C. Inferior service or material is cause for the removal of a supplier's name from the bidder's list.

Adopted: July 1, 2004

## Operational Services

### Accounting and Audits

#### Accounting System

The Superintendent will be responsible for maintaining all District financial records in accordance with the Illinois School Code and the Illinois Program Accounting Manual for Local Educational Agencies, which will be used to make the annual financial report.

#### Financial Reports and Statements

Each month, the Assistant Superintendent for Business will provide the Board with a financial statement showing account and fund balances for the preceding month. All revenues received by the District will also be included in this monthly report. Also, the Board may require additional financial and accounting statements when the need arises.

The District's accounting system will conform to the guidelines set forth in the School Accounting Manual published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The following purposes must be satisfied by the accounting system:

1. Administrative Control: The financial records must be adequate to guide the making or deferring of purchases, the expanding or curtailing of programs, and the controlling of expenses. Current data should be immediately available so that periodic summaries may be prepared from the data.
2. Budget Preparation: The financial records must be adequate to serve as a guide for the preparation of budget estimates in subsequent years and to hold expenditures to the amounts appropriated. Accounts are to be kept for each item for which separate budget estimates must be made. An adequate code of expenditure accounts will be used.
3. Accounting for Stewardship: The financial records of the District must be adequate to show that those in charge have handled funds within the framework of state law and in accordance with Board policy.

The District's financial records will provide the following information:

1. For each account in the District's budget: The appropriations, appropriation transfers, expenditures, encumbrances and unencumbered balances.
2. For each purchase order: The name of the vendor, description of the item involved, the amount of purchase, the record of Board approval, the call for bids, if required, and an abstract of the bids received. Purchase order sets will be pre-numbered and each set accounted for.

3. For each purchase: The purchase order information above, plus the record of receipt and condition of goods, the invoice, and the payment record.
4. For each income account: The budget estimate, the estimates as revised periodically, the receipts to date, and the balance anticipated.

### Audits

In accordance with state statutes, all financial records of the District will be audited following the close of each fiscal year.

The Board of Education will appoint an independent auditor to conduct this audit, which must show all monies collected, disbursed and retained, including receipts verifying monies collected and vouchers for monies disbursed. The audit must also show a comparison of the disbursements with monies budgeted and must be completed in time to be submitted to the Board and the state within six (6) months following the close of the fiscal year.

The audit must be conducted in accordance with generally accepted auditing standards and must include such tests of the accounting records and other auditing procedures as are necessary. The independent auditor will also audit the accounts of other agencies of the District for reporting to the Board and the state.

In addition to the above, the Board-appointed auditor is expected to:

1. Examine the balance sheet of the School District as of the close of its fiscal year, plus all related statements of transactions in the various funds for that fiscal year.
2. Render an opinion on the financial statements prepared at the close of the fiscal year.
3. Prepare the financial statements for publication as per state requirements.
4. Make recommendations to the Board concerning the District's accounting records, procedures and related activities.
5. Perform other related services that may be requested by the Board.

Before October 15 each year, the Regional Superintendent will receive an original copy of the audit reports.

LEGAL REF.: Illinois School Code, Sec. 2-3.27, 2-3.28, 3-7, 10-17 and 10-21.4 (105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/10-17 and 5/10-21.4), and 23 Ill.Admin.Code ' 110.

Adopted: July 1, 2004

**Operational Services**

**Inventories**

The Superintendent or his/her designee will develop and maintain an inventory system for all District property, including buildings, equipment, instructional materials and supplies. This inventory system will provide descriptions, original costs, quantities available, locations, dates of purchase and other pertinent information.

Adopted: July 1, 2004

**Operational Services**

**Bonded Employees and Officers**

The Board of Education will authorize a treasurer's bond in an amount equal to 25% of the greatest amount of cash and deposits on hand at any one time. This bond will be executed at the time of the appointment of the treasurer. The Board will underwrite the cost of this bond.

All other employees of the school district shall be covered by a blanket bond of \$5,000 except for the high school activities bookkeeper whose bond shall be not less than \$75,000 and/or the middle school equivalent whose bond shall be not less than \$15,000.

The high school ticket manager shall be bonded for \$10,000.

The custodian of the Imprest Revolving Fund shall be bonded for not less than \$16,000.

LEGAL REF.: Illinois School Code, Sec. 8-2. (105 ILCS 5/8-2).

Adopted: July 1, 2004

**Operational Services**

**Cash in School Buildings**

All monies collected by school personnel for school-sponsored activities and events must be carefully posted and prudently safeguarded.

Money collected for any purpose must be submitted to the building principal or his/her designee, who will provide for its proper deposit. A record of all cash received by the District will be kept current at all times. A receipt will be written for all money received by each school. The receipt will designate the source of the money and into what account it was deposited. There will be no comingling of funds.

A copy of the receipt will be attached to the bank deposit slip and filed with the Business Office. Petty cash will be kept in a locked vault or other secure place. No money in excess of five-hundred dollars (\$500.00) may be left in a District school building overnight. All funds in excess of this limit must be deposited at a Board-of-Education-designated financial institution at the end of each school day.

Teachers and others will be cautioned against leaving cash in desks or cabinets, particularly overnight. The Board will not be responsible for money left in any school overnight except for petty cash that has been handled as directed by the Superintendent.

Adopted: July 1, 2004

**Operational Services**

**Salary Deductions**

In addition to salary deductions required by law, the District will make salary deductions in accordance with employee bargaining agreements.

In the event that the District is served with a specially certified Order of Withholding and a Notice of Delinquency, the District will withhold payment of income for the support of a child or maintenance of a spouse from an employee as required by law under the following acts: the Illinois Public Aid Code; the Illinois Marriage and Dissolution of Marriage Act; the Non-Support of Spouse and Children Act; the Revised Uniform Reciprocal Enforcement of Support Act; the Parentage Act.

The District may deduct any allowable service fee each pay period from the employee's income when support or maintenance funds are withheld.

LEGAL REF.: Illinois School Code, Sec. 24-21.1 (105 ILCS 5/24-21.1); Illinois Voluntary Payroll Deductions Act, Sec. 1, *et seq.* (5 ILCS 335/1 *et seq.*); Illinois Public Aid Code, Sec. 10-16.2 (305 ILCS 5/10-16.2); Illinois Marriage and Dissolution of Marriage Act, Sec. 706.1 (750 ILCS 5/706.1); Illinois Non-Support of Spouse and Children Act, Sec 3, 4, and 4.1 (750 ILCS 15/3, 15/4 and 15/4.1); Illinois Revised Uniform Reciprocal Enforcement of Support Act, Sec 26 and 26.1 (750 ILCS 20/26 and 20/26.1); Illinois Parentage Act, Sec. 20 (750 ILCS 45/20); and Illinois Government Salary Withholding Act, Sec. 5 (50 ILCS 125/5).

Adopted: July 1, 2004



**Operational Services**

**Expense Reimbursement**

School personnel and District administrators will be reimbursed for expenses incurred in carrying out their authorized duties. However, such reimbursement must be preceded by the submission of a properly completed and approved permission form.

Such expenses may be incurred and approved in line with budgetary allocations for specific types of expenses.

Expenses for travel will be reimbursed only when that travel has been authorized in advance by the Board and/or the Superintendent or his/her designee. The Superintendent may grant this authorization without prior Board action when the travel expense has been anticipated and incorporated into the operational budget of the particular program. The Board will later ratify such reimbursement when it authorizes payment of current bills.

Mileage will be paid at the standard mileage rate approved by the Internal Revenue Service for income tax purposes.

Persons who travel at school expense will exercise the same fiscal responsibility as a prudent person traveling on personal business and will differentiate between expenditures for business and those for personal convenience.

Every employee seeking reimbursement for expenses must submit itemized vouchers showing the amount of his or her actual and necessary expenses, on forms approved by the Board. The expense vouchers will bear the employee's signature, and receipts will be attached to the vouchers. When the bill pertains to a group function, the names of all participating members will be noted on the receipt.

All expense vouchers must be signed by the employee's supervisor and reviewed for correctness and approval by the Assistant Superintendent for Business before they will be submitted to the Board for approval.

Claims for reimbursable expenses must be submitted prior to the first day of the month in which reimbursement is desired. Reimbursement will be made by check from the regular District account unless the delay will cause hardship for the employee, in which case the Superintendent or his/her designee may authorize reimbursement to be made by check from the Imprest Fund.

Adopted: July 1, 2004

## Operational Services

### Insurance Management

The District will provide an insurance program that offers the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles. The insurance program will be dealt with as a whole in order to eliminate inconsistency in rates, overlapping coverage, and gaps in the overall program.

The Board of Education will authorize the purchase of insurance that is required by the Illinois School Code, and any other insurance that it deems necessary to protect District students, employees, properties, and the general public.

The District will comply with any insurance inspections required by state government, plus those required by the insurance carriers. Also, a professional appraisal of all District buildings and personal property will be conducted, maintained and annually updated.

All District policies must be underwritten by responsible insurance carriers. Therefore, in selecting and recommending insurance for Board approval, the Assistant Superintendent for Business will thoroughly explore the market -- in terms of policy coverage and cost. In addition, to enhance this selection process, the Assistant Superintendent for Business may consider information and advice requested from professional and industrial sources.

Further, all insurance contracts will be reviewed annually by the Assistant Superintendent for Business prior to submission to the Board for renewal.

The District will also comply with all regulations pertaining to group health care continuation coverage requirements under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

LEGAL REF.: Illinois School Code, Sec. 10-22.3a, 10-22.34, 10-22.34a, and 10-22.34b (105 ILCS 5/10-22.3a, 5/10-22.34, 5/10-22.34a, and 5/10-22.34b); Illinois Workers' Compensation Act (820 ILCS 305/1, *et seq.*); Illinois Insurance Code (215 ILCS 5/1, *et seq.*); and 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.*

Adopted: July 1, 2004

**Operational Services**

**Student Insurance Program**

Each year, the Board of Education will name an insurance carrier that will make a group accident insurance program available to students.

Student participation in the group plan is optional. Also, the purchase of this insurance will constitute an agreement between the student/parent and the insurance company only. Insurance forms will be provided to all parents at the beginning of the year or when students are registered.

Adopted: July 1, 2004

**Operational Services**

**Group Health Continuation Coverage (COBRA)**

Continuation of Group Health Insurance Coverage may be available to District employees and their dependants under the Consolidated Omnibus Budget Reconciliation Act ("COBRA").

Generally, effective for plan years beginning on or after July 1, 1986, continuing group health coverage will be offered to all covered employees and their beneficiaries, who would otherwise lose such coverage because of any of the following events:

1. Termination of a covered employee's employment (for reasons other than gross misconduct) or reduction in a covered employee's hours of employment;
2. Death of a covered employee;
3. Divorce or legal separation of the covered employee;
4. Cessation of a dependent child's status as a dependent under the plan; and
5. Coverage by a covered employee under Medicare.

Under COBRA, a covered employee can elect to continue such coverage for up to 18 months if the first event listed above occurs; also a spouse or child can elect to continue such coverage for up to 36 months under any of the other applicable events. Benefits under such continuation coverage will be the same as provided to other covered employees or beneficiaries.

A covered employee's or beneficiary's right to continuation coverage will cease if: he or she fails to timely pay any premium or charge for coverage; the covered employee or beneficiary becomes covered under another group health plan or entitled to Medicare benefits; a former spouse remarries and becomes covered by a group health plan; or the District ceases to provide any group health plan to its employees.

The District will give written notice of a covered employee's or spouse's rights under the continuation provisions at the time such provisions become effective with respect to the above events (e.g., death of the covered employee, termination of employment or reduction in a covered employee's hours of employment or entitlement to Medicare

benefits) as required by law. A covered employee or beneficiary will be given at least 60 days in which to elect such continuation coverage.

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.*

Adopted: July 1, 2004

**Operational Services**

**Risk Management Program**

The Superintendent will appoint an administrator whose responsibility will be to manage the insurance coverage needed by the District. The purpose is to insure that the insurance needs of the District are being met within the framework of a district-wide coordinated program guaranteeing efficient use of District insurance funds.

This administrator will provide the Board with an annual report of District coverage, premiums, and claims history. The administrator, with the approval of the Superintendent, will work jointly with other administrative staff in coordinating the District=s various insurance programs, such as group health and casualty.

Insurance policies are to be written only in companies having a Best's Insurance-Guide rating of A+: AAAAA.

LEGAL REF.: Illinois School Code, Sec. 10-22.3 (105 ILCS 5/10-22.3).

Adopted: July 1, 2004

**Operational Services**

**Risk Management Broker**

District 131 will competitively bid insurance coverage whenever it is in the best interest of the District. Therefore, when appropriate, the Board may select a licensed, risk-management insurance broker to perform services such as consultation, development of bid specifications, and evaluation of District insurance programs.

Adopted: July 1, 2004

**Operational Services**

**Insurance on Physical Plant and Contents**

The insurance on physical plant and contents shall be written with a ninety percent (90%) co-insurance clause. The effective date of such policy shall be July 1.

Values shall be reviewed annually through means of professional appraisal, and the necessary changes made.

Should new construction be completed during a year, the insurance coverage shall be increased immediately upon acceptance of the building.

New buildings under construction shall be covered under a Builder's Risk Insurance Policy, naming both the school district and the contractor as the insured.

Adopted: July 1, 2004



**Operational Services**

**Liability Insurance**

The Board of Education shall purchase with district funds the type and amount of insurance necessary to protect itself as a corporate body, its individual members and its appointed officers and employees from financial loss arising out of any claim, demand, suit or judgment by reason or alleged negligence or other act resulting in accidental injury to any person or in property damage within or without the school buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board. This policy should contain minimum liability limits of \$100,000 - \$500,000 together with property damage limits of \$50,000. Coverage should further be extended to cover Products liability and to include the personal injury clause and nurses' malpractice.

Supplementing the above insurance, the school district shall carry a comprehensive catastrophe liability policy with a coverage limit of \$10,000,000.

The school district shall carry civil rights insurance as provided for under the School Code of the State of Illinois in the amount of \$5,000,000.

Adopted: July 1, 2004

**Operational Services**

**Vehicle Insurance**

- A. All District-owned vehicles shall be insured through a fleet policy as a part of the regular insurance program. This policy shall contain minimum limits of liability of \$100,000.00 - \$300,000.00, together with property damage of \$10,000.00, protection against theft, damage from collision, uninsured driver, and covering medical payments. Automatic vehicle pick-up endorsement shall be included to cover any vehicle purchased during the year.
- B. Private cars used for the transportation of students for any school sponsored activity shall submit evidence that they carry insurance on said automobile with minimum limits of liability of \$100,000.00 \$300,000.00, property damage of \$10,000.00, and medical payments.
- C. Private cars used for the transportation of handicapped pupils shall, in addition to regular liability insurance with the minimum limits of \$100,000.00 to \$300,000.00, property damage of \$10,000.00 and medical payments, carry the regular school bus endorsement covering said vehicle, with the cost of this endorsement to be paid by the district.
- D. Bus companies acting in the employ of the School District shall have on file in the Superintendent's office a certificate of insurance showing liability coverage of not less than \$3,000,000.00 per vehicle or per vehicle accident.

Adopted: July 1, 2004

**Operational Services**

**Other Insurance**

The Board of Education shall purchase with district funds as a part of the Special Multi Peril policy the Mercantile Open Stock Endorsement with limits of \$2,000 on each school, but \$3,000 on the School Service Center and \$4,000 on East High School. Marine Floater Insurance with all risk coverage shall be purchased to cover musical instruments and uniforms, and said coverage shall be made available at the same rate for personally owned instruments.

Boiler insurance, broad form with repair or replacement, shall be made a part of the Special Multi Peril Policy.

Adopted: July 1, 2004

## **Operational Services**

### **Transportation**

The pupil transportation system will be administered to provide best practices for safe and efficient services in the most economical manner. The Superintendent or his/her designee will be responsible for supervising, administering, investigating, and resolving issues with the District's transportation system.

Every vehicle used by any District transportation contractor 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) is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving. Also, any bus drivers hired by the District and/or District transportation contractors will meet all required federal and state standards for licensing. All contracts for bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

The District and the District's transportation contractor will implement procedures to ensure that each bus driver (1) tests the cellular radio telecommunication device or two-way radio and ensures that it is functioning properly before the bus is operated, and (2) is the last person to leave the school bus and that no passenger is left behind or remains on the vehicle at the end of a bus route, a work shift, or the work day. In addition, the District will require its transportation contractors to implement a post-trip inspection policy that, at a minimum, requires each bus driver, before leaving the bus at the end of each route, work shift or work day, to activate the interior lights of the bus then walk to the rear of the bus and check in and under each seat for sleeping children.

The District provides transportation for field trips in direct support of the curricular and the co-curricular program. Free transportation services and vehicle adaptation for special education students will be provided if included in the student's individualized educational program or as otherwise required by law. All special education students will be transported in accordance with current I.S.B.E. rules and regulations, as well as the School Code of Illinois.

Students will be transported to and from school activities only in vehicles authorized by the Administration.

LEGAL REF.: Illinois School Code, Sec. 10-22.22 and 29-1, *et seq.* (105 ILCS 5/10-22.22 and 5/29-1, *et seq.*);  
Illinois Driver Vehicle Code, Sec. 6-106.1, 12-816, and 13-109 (625 ILCS 5/6-106.1, 12-816, and 13-109.);  
23 Ill.Admin.Code §1.510a and §226.935.

CROSS REF.: 465.07

Adopted: July 1, 2004  
Amended: March 2, 2009  
Amended: November 18, 2013

**Operational Services**

**Building and Grounds Security**

Security

It is the duty of each District employee to safeguard and protect school property. For example, care will be taken to see that windows and doors are properly secured before leaving the building.

The Superintendent will designate responsibility for maintaining all school buildings in a secure condition before, during and after school hours. However, the Superintendent will seek the cooperation of all staff members in such efforts. Procedures for safe-guarding building keys will be developed and carefully observed. Exterior door keys will be issued only to administrators and custodians and other persons according to procedures and regulations developed by the Superintendent.

Provisions will be made for a security check of every building on Saturdays, Sundays, holidays, and during vacation periods. Close liaison with local law enforcement authorities also will be maintained.

Also, students will be instructed to respect and have a regard for District and other public property.

Vandalism

Appropriate precautions will be taken to prevent the vandalism of school buildings and District property. Exterior lighting will be maintained as appropriate to discourage nighttime incidents. Neighbors will be asked to cooperate by reporting questionable activities around school buildings.

When vandalism has occurred, it will be reported to the Superintendent and, when appropriate, to local law enforcement authorities. If the person causing the vandalism is apprehended, steps to secure restitution will be taken, including prosecution, if warranted.

Adopted: July 1, 2004

**Operational Services**

**Traffic and Parking Controls**

The Superintendent or his/her designee will take appropriate measures to control vehicular traffic on school grounds. Parking areas, and areas where parking is restricted or prohibited, will be marked with signs, and appropriate enforcement measures will be taken.

Also, the Superintendent or designee will arrange for the control of vehicular traffic to and from school grounds when popular, well-attended extracurricular or public events (Fine Arts Festival, theatre events, school concerts, etc.) are scheduled. Such ingress/egress traffic control may be provided by District employees or local police departments, whichever is most appropriate.

No standing or parked vehicles will be allowed within 10 feet of any exit, or in or along Fire Department access routes.

Adopted: July 1, 2004

**Operational Services**

**Custodial Services**

District schools will be maintained in a safe, sanitary and attractive condition. To this end, an adequate staff of custodians and sufficient supplies and equipment will be provided. District employees and/or an outside custodial service may be utilized by the District for such purposes.

The custodial staff will receive direction and supervision in the performance of its tasks. When appropriate, in-service training programs may be used to increase effectiveness and to introduce new products or methods.

In addition to routine cleaning procedures, more extensive and thorough cleaning of buildings and equipment will be scheduled for vacation periods, particularly during the summer.

The head custodian is responsible for preventative maintenance as well as addressing corrective maintenance. However, maintaining a clean and orderly school building is the collective responsibility of all staff members. Everyone needs to be thoughtful and cooperative, not only in their own actions but also in developing standards and habits on the part of the students.

Adopted: July 1, 2004



**Operational Services**

**Building and Grounds Records and Reports**

The Superintendent or his/her designee will maintain accurate records pertaining to the construction or alteration of all District buildings, including blueprints showing the location of service lines and other details that might be involved in repairs or remodeling.

Also, the Superintendent or his/her designee will maintain files or materials related to major equipment purchases and any records that may be required for filing claims or reports.

Adopted: July 1, 2004

**Operational Services**

**Building and Grounds Maintenance**

The buildings and grounds of the School District represent a substantial investment by the community. Attractively landscaped school grounds also add aesthetic value to the community. As a result, District 131 buildings and properties will be maintained in good condition by a continuous program of repair, replacement, and preventive maintenance.

Major work that requires specialized skill or equipment will normally be performed by outside workers on a contract basis. Where appropriate, such work will be scheduled during vacation periods to avoid interference with the educational program. The Superintendent will submit to the Board a descriptive listing of such projects, together with cost estimates and an indication of priority. The Board will approve those projects to be undertaken and will authorize bidding as required.

When deemed necessary, the services of an architect or other consultants may be used to help make an informed judgment, or to prepare plans and specifications as needed.

Although a primary concern of the District=s custodial staff, maintaining clean and orderly school buildings is the responsibility of all staff members -- and parents/residents who also use those facilities. Everyone needs to be thoughtful and cooperative, not only in their own actions but also in developing standards and habits on the part of the students.

Adopted: July 1, 2004

**Operational Services**

**Green Cleaning Supplies**

In accordance with the *Green Cleaning Schools Act* and its implementing regulations, when it is economically feasible to do so, the School District will exclusively purchase and use environmentally-sensitive cleaning products in its school buildings. However, pursuant to the Act and regulations, schools may deplete their cleaning and maintenance supply stocks existing as of May 9, 2008, prior to implementing the green cleaning practices.

Procedures for purchase and use of environmentally-sensitive cleaning products will comply with the requirements set forth in the applicable regulations (23 Ill.Admin.Code Part 2800) and, to the extent required, the Guidelines and Specifications for the Green Cleaning Schools Act, issued by the Illinois Green Government Coordinating Council.

If, for any school building, implementing the green cleaning policy is not economically feasible (as defined in the Act and regulations) for any product category specified in the regulations, the school will provide written notification to the Illinois Green Government Coordinating Council, on a form provided by the Council, that implementation of the green cleaning policy for a product category is not economically feasible. The exemption must be renewed annually until such time as green cleaning becomes economically feasible for the product category in the school building. If implementing the green cleaning policy is not economically feasible in more than one school building, an exemption must be sought for each school building, although multiple District schools may apply together.

LEGAL REF.:            *Green Cleaning Schools Act*, 105 ILCS 140/1, *et seq.*; 23 Ill.Admin.Code Part 2800.

Adopted:                August 4, 2008

**Operational Services**

**Material Resources Management**

Materials required for operation of the building and the educational program will be made available in an efficient and economical manner.

Standardization of equipment and supplies will be encouraged, to gain the price advantage of quantity discounts, and to permit stockpiling for immediate availability and simplification of maintenance, providing however, that circumstances may require obtaining unique or special purpose items.

A property control record will be maintained for each building, listing pertinent data about all items of equipment and furnishings and to establish the basis for any insurance claims that might arise. In addition, a procedure will be established for permanently marking appropriate capital outlay items.

Adopted: July 1, 2004

**Operational Services**

**Key Control**

Under the general supervision of the Director of Maintenance and Construction all keys for a given building shall be controlled by the principal who shall keep on file, readily accessible, a key control record card for every key issued. Each principal shall deposit with the Director of Maintenance and Construction one complete set of keys for every portion of the respective building. Staff members to whom keys have been issued must check these keys in with the principal before receiving the final pay check of the school year, or before receiving the final check in the event of termination of employment either through resignation or dismissal.

Keys for the School Service Center shall be under the control of the Director of Maintenance and Construction.

Adopted: July 1, 2004

**Operational Services****Energy Shortage**

The declining levels of our nation=s natural energy resources mandate that District 131 take every measure to conserve all forms of energy used within our schools. The need to participate in conserving energy and the economic reality of higher utility-service costs require that an energy conservation program be supported by all District personnel.

To meet this need, the Superintendent will appoint each building principal to serve as the energy conservation coordinator of his/her building. As such, the principal will develop and implement both immediate and long-range plans designed to conserve the energy resources of his/her building, in coordination with the Director of Maintenance and Construction and the Director of Custodial Services.

In the event that the State Superintendent of Education declares a state-wide school energy emergency, the District may operate its schools on the basis of a four-day week, extending each school day by one clock hour.

The procedures established by the Superintendent will comply with the following guidelines:

1. All or any part of the District's attendance centers may operate on the revised schedule.
2. When such a schedule is being created, pupil transportation schedules and routes, and the sources of energy for individual attendance centers, will be taken into consideration.
3. There will be no reduction in State Aid claims.
4. There will be no reduction of employee salaries or benefits.

LEGAL REF.: Illinois School Code, Sec. 18-12 (105 ILCS 5/18-12).

Adopted: October 29, 2002

**Operational Services**

**Inclement Weather**

When adverse weather conditions force the closing of the District's schools, the District may count a partial day of attendance as a full day of attendance for state aid purposes as long as:

1. At least one clock hour of instruction has been provided; and
2. The Superintendent provides the Regional Superintendent with a written report that certifies and explains the reasons for the closing, within one month of the closing.

LEGAL REF.: Illinois School Code, Sec. 18-12 (105 ILCS 5/18-12).

Adopted: July 1, 2004

## **Operational Services**

### **Facilities Development**

Two general types of facilities are constructed and utilized by the District - those for use in the instructional program and those for other purposes such as administration, instructional resources, and ancillary services. Buildings used for instruction constitute an important resource for education. Their adequacy of space and their specific design features can either contribute to or detract from the quality and scope of learning. Priorities considered in the development of facilities will be based on identified educational needs and on programs developed to meet those needs. The Board of Education will authorize new construction well in advance of actual usage on the basis of appropriate studies and recommendations submitted by the Superintendent of Schools.

When making decisions pertaining to the design and construction of school facilities, the Board of Education may confer with members of the staff and community, the Illinois State Board of Education, and educational, legal, and architectural consultants that are deemed appropriate. The latest and best information and ideas regarding educational facilities will be utilized for planning within the District. With a view to achieving the District's central purpose of high-quality education and maintaining fiscal responsibility, the District will strive for the most economical construction that adequately meets the requirements for quality education, safety, durability, maintenance, insurance, and flexibility.

The Board establishes the following goals for the District's development and expansion program:

1. Integrate facilities planning with other aspects of planning and goal-setting in a comprehensive program of educational problem solving.
2. Base educational specifications for school buildings on identifiable learner needs.
3. Design school buildings with enough flexibility to permit program modification or the installation of new programs.
4. Design school buildings as economically as feasible, while ensuring that learner needs are effectively and adequately met by the design.
5. Involve the community, local school staff and available experts, and employ current developments and research, in building plans and specifications, as appropriate.
6. Design buildings to meet their maximum potential for community use.



Managing Buildings and Grounds

The Superintendent will develop appropriate procedures for managing buildings and grounds.

LEGAL REF.: 23 Ill.Admin.Code ' 1.210 b)2)A)

Adopted: July 1, 2004

**Operational Services****Planning**

Many kinds of data are needed to develop plans for future facility needs. The Board of Education will implement and monitor ongoing studies such as:

1. Evaluations of existing facilities in terms of capacity and function.
2. Projections of facility life expectancy and maintenance costs.
3. Enrollment projections and community development patterns.
4. Site availability and acquisition studies.
5. Changing instructional requirements and services.

Many unknown variables can alter even the most carefully researched predictions. A master plan for District facilities must therefore be somewhat tentative, with options provided to meet conditions that may develop.

Individual decisions regarding the expansion of facilities can usually be made most soundly when they can be considered as components of a long-range and comprehensive plan. The Board, therefore, will maintain and periodically review and update a forward looking plan for the facility needs of the District.

When the need for a new educational facility has been identified, or when major alterations to an existing facility are contemplated, a tentative list of requirements and suggested features needs to be assembled.

The major responsibility for facility planning rests with the Board and the Superintendent. However, they may utilize the opinions and expertise of interested and qualified persons. For example, input will be sought from the professional staff and from the community. The advice of appropriate consultants may be needed. The plans and policies of other units of government may have to be taken into account. With this kind of broad participation, the Board and the Superintendent can develop a range of options from which to formulate and evaluate their plans.

When requested to do so, the Board may appoint an administrative employee as their liaison to area communities and to aid in community planning, as long as the projects are those in which the Board has a vested interest.

Adopted: July 1, 2004

**Operational Services**

**Capitalization**

Projects that require a large expenditure will be financed by the sale of bonds issued for that purpose, as authorized by the Illinois School Code. The Code stipulates procedures that must be followed, including voter approval of the bond issue at an election. The total debt limitations of the District also must be observed.

When possible, smaller projects will be financed through the use of reserve funds and/or current revenues.

When deemed appropriate by the Board, the District will apply for any state or federal construction funds that it may be eligible to receive.

LEGAL REF.: Illinois School Code, Sec. 19-1 (105 ILCS 5/19-1).

Adopted: July 1, 2004

**Operational Services**

**Educational Specifications**

A detailed description of the educational and support functions to be served and the kinds of spaces and equipment that are needed is an important ingredient in the planning of school facilities.

The Superintendent and his or /her staff will provide this information to the Board, giving consideration to the knowledge and suggestions of appropriate personnel. The development of educational specifications, approved by the Board, will be a prerequisite to the preparation of architectural plans.

Adopted: July 1, 2004

**Operational Services**

**Site Acquisition and Development**

The Board of Education shall review, as needed, the requirements of the district for additional sites, based upon appropriate studies presented to the Board by the Superintendent of Schools. The Board shall, when possible purchase said site(s) well in advance of actual need to permit unhurried and well-planned facilities.

The Superintendent shall submit, when necessary, to the Board of Education recommendations for current and future property needs supported by appropriate studies.

Every effort will be made to purchase sites by negotiation with a willing seller at a fair and reasonable price. If this effort fails, and the acquisition of a particular site is essential for school building purposes, the right of purchase through legal procedures may be exercised. The Board of Education shall require, prior to the purchase of school property, an appraisal by a fully qualified real estate appraiser to determine if the owner's demand relates favorably to the true value or if a condemnation suit should be enacted.

Adopted: July 1, 2004

**Operational Services**

**Architectural Planning**

The Superintendent of Schools shall submit recommendations to the Board of Education for the selection of architects as such need arises. Final selection of the architect shall be made by the Board of Education.

Through discussion with its architect, the Board will clarify its desires in regard to the functional, architectural, structural, mechanical, financial, and aesthetic criteria that will influence the design of any proposed facility. Based on these discussions, the architect will submit preliminary sketches and floor plans for Board consideration.

The Superintendent and appropriate members of his/her staff will participate actively in the planning process.

As soon as feasible, cost estimates will be made by the architect, so that adjustments in the plans can be made as necessary.

Final plans will be approved by the Board and must meet all legal requirements, including the regulations of the State Board of Education entitled "Health/Life Safety Code for Public Schools" (23 Ill. Admin. Code, Part 180). Also, the final plans must be approved by the Superintendent of the Educational Service Region.

Payment for architect's services will be made in amounts agreed upon in a contract payable over the life of the construction project.

LEGAL REF.:           23 Ill.Admin.Code, Part 180

Adopted:               July 1, 2004

**Operational Services****Contract Bidding and Awards**

Bids for construction projects will be sought after plans and specifications have been prepared by the District's architect and approved by the Board. After careful review, the Board reserves the right to reject any or all bids.

Any resulting contract will be awarded to the lowest responsible bidder upon recommendation of the architect and the Superintendent. Thereafter, changes in the plans or specifications and additional costs/payments above the contract price must be approved by the Board.

When the amount of a construction contract exceeds \$25,000, the Board of Education will require the contractor to provide the following:

1. A current financial statement;
2. The names and addresses of customers for whom the contractor has completed similar work;
3. A list of all subcontractors that will be employed on the project;
4. Any other information that the Board may require to satisfy itself that the bidder is adequately prepared to fulfill its obligations under the terms of the contract.

**Bid Bond:** In addition, each bid must be accompanied by a bid bond or a cashier's check made out to East Aurora School District 131 in an amount equal to ten percent of the bid. All bid bonds or cashier's checks will be refunded to the unsuccessful bidders immediately after the awarding of a contract to the successful bidder.

**Performance Bond:** A performance bond also will be required in an amount equal to the total for which the contract is awarded. The cost of the bond will be borne by the successful bidder. Performance bonds will be forwarded to the District Business Office before work commences on the project.

**Professional Liabilities:** Architects and consultants must provide the District with insurance that protects the District from errors and omissions, and defects in plans and specifications or instructions that would cause the District to spend monies in excess of those for which it is contractually obligated. Such policies will be written for an amount that would indemnify the District for losses incurred. In no case will the policy be written for an amount that is less than the total fees and expenses paid to an architect or consultant.

Also, the contractor must file with the District a current and valid certificate of insurance that (1) names East Aurora School District 131 as the insured; (2) sets forth the extent of all coverages and their expiration dates; and (3) contains a clause stipulating that the policy or

policies will not be canceled without a ten-day prior written notice sent via registered mail to the District or its designee.

Such coverages will include, but are not limited to, the following:

1. Workman's Compensation
2. Occupational Disease
3. Employer's Liability
4. Comprehensive General Liability
5. Bodily Injury (including death resulting therefrom)
6. Property Damage Liability
7. Comprehensive Automobile Liability (including non-ownership)

Also, Comprehensive General Liability Insurance will cover the following:

1. General Operations
2. The Premises
3. Products (one year from time of completion)
4. Satisfactory Operation of Equipment (one year from completion)
5. Contractor's Protective Liability
6. Contractor's Contingent Liability
7. Contractor's Contractual Liability

The District retains the right to establish the amount of insurance coverage required.

**Bid Specifications:**

Bid specifications will be carefully written to ensure that the best quality product is obtained. Also, they will be written broadly enough to insure a reasonable amount of competition.

Brand names or model numbers may be included in bid specifications, but not to eliminate products of other manufacturers that are comparable in quality, manufacture and/or design.



Special products or vendors may be used when a very specialized activity or function is being considered. An example would be the standardization of heating/cooling equipment.

Goods and Services:

District 131 also will obtain written, oral, or catalog quotations for major purchases of goods and services under \$10,000.

LEGAL REF.: Illinois School Code, Sec. 10-20.21 and 10-22.3 (105 ILCS 5/10-20.21 and 5/10-22.3).

CROSS REF.: 4154.02, 415.02-R

Adopted: July 1, 2004

**Operational Services**

**Supervision of Construction**

The District's architect will be responsible for assuring that construction plans and specifications are met in a satisfactory manner. The architect also will make periodic reports to the Board regarding progress or any problems that may have arisen.

In addition, the Superintendent and/or an appropriate member of his/her staff will monitor the progress and quality of the construction, and will endeavor to resolve with the architect any problems they have observed. They will also make periodic reports to the Board.

Adopted: July 1, 2004

**Operational Services**

**Safety Program**

New construction will be designed to meet current safety codes. Minimally, existing construction will be evaluated and renovated for Code compliance throughout the required 10-year Life Safety cycle. Facilities will be maintained in good condition in order to minimize the possibility of accidents.

Although appropriate building materials and maintenance are important, the District believes that the safety of the schools is determined by the manner in which they are used. Therefore, procedures will be developed and practices followed that will anticipate and eliminate potential hazards.

The Superintendent and staff will meet or exceed legal requirements for the safe operation of District 131 schools and will formulate and implement regulations developed to achieve a high standard of safety in all District buildings.

LEGAL REF.: Illinois School Code, Sec. 10-20.22, 10-20.23, and 27-26 (105 ILCS 5 /10-20.22, 5 /10-20.23, and 5 /27-26);  
41 Ill.Admin.Code '110.20;  
Illinois Rules and Regulations for Fire Drills in Schools, 5 111. Reg. 10676.

CROSS REF.: 730.04

Adopted: July 1, 2004

**Administrative Procedures**

**Safety Program**

District facilities will be maintained in safe condition so as to minimize the possibility of accidents. The following safety rules will be observed at all times:

1. There will be no smoking in the school buildings or on District property.
2. Fire extinguishers must be refilled at least once each year. A label/tag will be attached to each extinguisher to record the date it was last tested and/or refilled. Preferably, this work will be done near the end of summer vacation and must be completed before the start of school.
3. Fire escapes will be kept clear of trash or rubbish and checked for usability at least every two weeks.
4. Straw, hay, confetti, turpentines and any other flammable materials are not to be used in the schools during any school or community program or gathering.
5. Painting supplies -- including shellacs, thinners, kerosene or any other volatile agents -- will be stored in a metal cabinet or flame resistant cabinet.
6. Highly volatile chemicals or compounds of explosive or toxic nature will not be used in any building while school is in session.
7. All extension and electrical-appliance cords will be inspected to make sure that they are in proper condition each time they are used; also the cord will be checked to make sure that it is heavy enough to carry the electrical load to be imposed.

Adopted: July 1, 2004

## **Operational Services**

### **Warning Systems**

As required by the Illinois Health/Life Safety Code for Public Schools, all District buildings are protected by a standard fire alarm system, which is equipped with automatic detectors. This alarm system is installed in each building for the purpose of notifying building occupants of fire conditions or other causes that necessitate the immediate vacating of the building. The system also transmits the alarm to any available municipal fire department by direct private lines or through an approved central system.

The alarm system will be tested regularly in order to insure its reliability. All equipment and devices used in the installation of the system will be tested by, and bear the label of a nationally recognized testing laboratory.

School personnel will be familiar with the method of operating the manual system. It also is important that students understand the dangers and consequences of experimentation with and false use of these safety devices.

Also, a tornado alert will be announced at the appropriate time by the building principal or his/her designee to all building occupants. Tornado alert procedures developed by the building principal and reviewed periodically will be followed by all building occupants.

Adopted: July 1, 2004

**Operational Services**

**Buildings and Grounds Inspections**

Providing a safe school environment requires continuing vigilance.

To detect certain types of potential hazards, periodic inspections will be performed by trained professionals.

Equally important are the inspections performed by school staffs. Building custodians play a key role as they perform their daily or weekly maintenance tasks. However, all other personnel share in the responsibility for observing and reporting hazardous conditions that develop within their building or on the playgrounds.

Adopted: July 1, 2004

**Operational Services**

**Accident Prevention**

**Students**

The safety of District 131 students is a matter of serious concern at all times. Therefore, school buildings and grounds will be regularly inspected for health, fire, and safety hazards. Also, the school staff will be alert to hazardous practices or situations, especially when children are moving about within the buildings or on the playgrounds. Rules and understandings will be developed to help reduce the chances for accidents.

Also, procedures will be established for caring for a student who has suffered an accident, whether the student requires the simple cleansing of an injury or professional assistance. For any but minor occurrences, the parent will be contacted.

**Employees**

Any employee injured while on duty will report the injury to his/her immediate supervisor or the building principal without delay. It is then the responsibility of the supervisor/building principal to report the injury to the District's Business Office, which will file insurance claims as soon as possible, preferably by the end of the working day on which the injury occurred.

An employee who is injured while on duty will receive compensation and expenses as prescribed by the Workmen's Compensation laws of the State of Illinois.

Adopted: July 1, 2004

**Administrative Procedures**

**Accident Prevention**

- I. The Superintendent or his/her designee and building principal will supervise an ongoing program for identifying and evaluating safety risks, which may require:
  - A. Supervision
    1. A sufficient number of supervisors will be present. A coach will be present for each team practice.
    2. Locker rooms will be appropriately supervised.
    3. Supervisors will be trained to recognize conditions that are dangerous.
    4. Proper student behavior will be maintained.
  - B. Instruction
    1. Proper teaching progressions will be followed and documented.
    2. Substitute instructors will be competent to teach the activity/class to which they are assigned.
    3. Teachers and coaches will evaluate each student's capacity to do a specific activity without exposing the student to an unreasonable risk of injury.
    4. Activities will be appropriately demonstrated. Instructions will be appropriate and clear, and safety rules will be emphasized.
    5. Students will be warned of the specific dangers of performing an activity the wrong way and that warning will be documented.
    6. Teachers and coaches reasonably will match student competitors.
    7. Appropriate behavior toward strangers will be explained.
  - C. Facilities and Equipment
    1. Facilities and equipment will be properly maintained and periodically inspected. Repairs, routine maintenance, and inspections will be documented.



2. Staff members will be directed to report equipment or facilities that are inappropriate, in need of repair, or defective. Equipment that fails to fit properly or fails to properly protect students are examples of inappropriate equipment.
  3. Notices from staff members that equipment or facilities are inappropriate, in need of repair, or defective will be properly investigated.
  4. Warning signs or labels will be properly displayed and safety rules will be posted.
  5. Facilities and equipment that would pose an unreasonable risk to unsupervised students (such as laboratory equipment and climbing equipment) will be kept locked.
  6. Unused or outdated equipment will be removed.
  7. Protective eye devices will be provided and worn by all students, teachers, and visitors when participating or observing any activity that may be hazardous to unprotected eyes.
- II. The Superintendent or his/her designee and building principal will supervise an ongoing program for the provision of first-aid and emergency care:
1. First-aid and CPR courses will be offered to staff members.
  2. Staff members will be told how to summon emergency medical care.
  3. Adequate first-aid and emergency care equipment will be readily accessible, conspicuously marked, and periodically inspected.
  4. Each participant in an extracurricular sport must present a completed Certificate of Physical Fitness for Athletics. Parent(s)/guardian(s) will be required to report any serious health problem their child may have experienced, currently or in the past.
  5. Written accident reports will be completed by the person who was supervising the student at the time of the accident. These reports will be sent immediately to the principal, who will forward a copy to the Superintendent (See Accident Report Form attached).
  6. An injured student will take priority over everything else.

- III. Should a child be injured or become ill, an emergency care plan will be initiated as follows:
1. First-aid treatment to protect the life of and comfort the child will be given by the building principal or playground supervisor until professional treatment is secured.
  2. The school nurse may be called by the building principal to treat the child.
  3. When a serious accident occurs to a child, the building principal may call 911.
  4. If in the professional opinion of the school nurse, the child should go home, the nurse will be responsible for seeing to it that the child gets home. Under no circumstances will a child be permitted to start home alone, nor will a child be left home alone.
  5. Internal medication will not be administered to a child by a member of the District staff unless the medication has been prescribed by a physician and a District Medication Approval Form has been signed by the physician and child's parent/guardian.

Should a child be injured, an effort will be made by the building principal to contact the child's parents for information and instructions. If the parent cannot be contacted and, in the reasonable judgment of the building principal, the child should receive further aid than is available at the school, the child will be taken to a hospital for treatment. This action on the part of District personnel does not obligate the personnel or the District to assume financial responsibility for the treatment of the child.

All accidents involving students will be reported immediately on a Student Accident Form provided by the Business Office or school administrative office. The form may be completed by the playground supervisor or other supervising District personnel.

Copies of the accident report will be placed on file in the offices of the Superintendent, building principal, and school nurse.

- IV. Each student participating in an extracurricular athletic program, and his/her parent(s)/guardian(s), must sign an Agreement to Participate form.

Adopted: July 1, 2004

**Operational Services**

**School Safety Drills and Emergency Plans**

School Safety Drills

The following school safety drills shall be instituted by all schools in District 131:

(1) School Evacuation Drills School evacuation drills shall address and prepare students and school personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation incidents may include without limitation the following:

- (A) fire;
- (B) suspicious items;
- (C) incidents involving hazardous materials, including, but not limited to, chemical, incendiary, and explosives; and
- (D) bomb threats.

(2) Bus Evacuation Drills Bus evacuation drills shall address and prepare students and school personnel for situations that occur when conditions outside of a bus are safer than inside the bus. Evacuation incidents may include without limitation the following:

- (A) fire;
- (B) suspicious items; and
- (C) incidents involving hazardous materials, including, but not limited to, chemical, incendiary, and explosives.

(3) Law Enforcement Drills Law enforcement drills shall address situations calling for the involvement of law enforcement. Law enforcement drills must address incidents including, without limitation, the following:

- (A) reverse evacuations;
- (B) lock-downs;
- (C) shooting incidents;
- (D) bomb threats; and
- (E) incidents involving hazardous materials.

(4) Severe Weather and Shelter-in-place Drills Severe weather and shelter-in-place drills shall address and prepare students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place incidents may include without limitation the following:

- (A) severe weather, including, but not limited to, shear winds, lightning, and earthquakes;
- (B) incidents involving hazardous materials, including, but not limited to, chemical, incendiary, and explosives; and
- (C) incidents involving weapons of mass destruction, including, but not limited to, biological, chemical, and nuclear weapons.

### Number of Drills

During each academic year, each school in District 131 shall conduct a minimum of 3 school evacuation drills to address and prepare students and school personnel for fire incidents. These drills must meet all of the following criteria:

- (1) One of the 3 school evacuation drills shall require the participation of the appropriate local fire department or fire district.
  - (A) By law, each local fire department or fire district is required to contact the Building Principal or other appropriate school administrator or his or her designee no later than September 1 of each year in order to arrange for the participation of the local fire department or fire district in the school evacuation drill.
  - (B) Each Building Principal, or his or her designee, shall contact the responding local fire official no later than September 15 of each year and propose to the local fire official 4 dates within the month of October, during at least 2 different weeks of October, on which the drill shall occur. The fire official is required to choose any of those 4 available dates, and if he or she does so, the drill shall occur on that date.
  - (C) The Building Principal, or his or her designee, and the local fire official may also, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
  - (D) If the fire official does not select one of the 4 offered dates in October or set another date by mutual agreement, the requirement that the school include the local fire service in one of its mandatory school evacuation drills is waived. However, Building Principals are still encouraged to include the fire service in a school evacuation drill at a mutually agreed-upon time.
  - (E) Upon the participation of the local fire service, the appropriate local fire official are required to certify that the school evacuation drill was conducted.
  - (F) When scheduling the school evacuation drill, the Building Principal, or his or her designee, and the local fire department or fire district may, by mutual agreement on or before September 14, choose to waive the provisions of subparagraphs (B), (C), and (D) of this paragraph (1).



- (G) Additional school evacuation drills for fire incidents may also involve the participation of the local fire department or fire district as appropriate.
- (2) Schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation suspicious items or bomb threats.
- (3) All drills shall be conducted at each school building that houses students.

During each academic year, each school in District 131 shall also conduct a minimum of one bus evacuation drill. This drill shall be accounted for in the curriculum, which shall also include instruction in safe bus riding practices for all students. Schools may conduct additional bus evacuation drills, as appropriate. All drills shall be conducted at each school building that houses students.

During each academic year, each school in District 131 must conduct a law enforcement drill to address incidents, including without limitation reverse evacuations, lock-downs, shootings, bomb threats, or hazardous materials. Such drills must be conducted according to the District's emergency and crisis response plans, protocols, and procedures, with the participation of the appropriate law enforcement agency. Law enforcement drills may be conducted on days and times when students are not present in the school building.

- (1) A law enforcement drill must meet all of the following criteria:
  - (A) During each calendar year, the appropriate local law enforcement agency is required to contact the Building Principal or other appropriate school administrator to request to participate in a law enforcement drill and may actively participate on-site in a drill.
  - (B) Upon the participation of a local law enforcement agency in a law enforcement drill, the appropriate local law enforcement official is required to certify that the law enforcement drill was conducted.
- (2) Schools may conduct additional law enforcement drills at their discretion.

During each academic year, each school in District 131 shall also conduct a minimum of one severe weather and shelter-in-place drill to address and prepare students and school personnel for possible tornado incidents and may conduct additional severe weather and shelter-in-place drills to account for other incidents, including without limitation earthquakes or hazardous materials. All drills shall be conducted at each school building that houses students.

Annual review

District 131, through the Board of Education or its designee, shall conduct a minimum of one annual meeting at which it will review each school building's emergency and crisis response plans, protocols, and procedures and each building's compliance with the school safety drill programs. The purpose of this annual review shall be to review and update the emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the District and each of its school buildings.

The Board of Education or its designee shall participate in the annual review and invite each of the following parties to the annual review and provide each party with a minimum of 30-days' notice before the date of the annual review:

- (1) The Principal of each school within the District or his or her official designee.
- (2) Representatives from any other education-related organization or association deemed appropriate by the District.
- (3) Representatives from all local first responder organizations to participate, advise, and consult in the review process, including, but not limited to:
  - (A) the appropriate local fire department or fire district;
  - (B) the appropriate local law enforcement agency;
  - (C) the appropriate local emergency medical services agency if the agency is a separate, local first responder unit; and
  - (D) any other member of the first responder or emergency management community that has contacted the Superintendent or his or her designee during the past year to request involvement in a school's emergency planning or drill process.
- (4) The Board or its designee may also choose to invite to the annual review any other persons whom it believes will aid in the review process, including, but not limited to, any members of any other education-related organization or the first responder or emergency management community.

Upon the conclusion of the annual review, the Board or the Board's designee shall sign a one page report, which may be in either a check-off format or a narrative format, that does the following:

- (1) summarizes the review's recommended changes to the existing school safety plans and drill plans;
- (2) lists the parties that participated in the annual review, and includes the annual review's attendance record;
- (3) certifies that an effective review of the emergency and crisis response plans, protocols, and procedures and the school safety drill programs of the

District and each of its school buildings has occurred;

- (4) states that the District will implement those plans, protocols, procedures, and programs, during the academic year; and
- (5) includes the authorization of the Board or the Board's designee.

The Board or its designee shall send a copy of the report to each party that participates in the annual review process and to the Regional Superintendent of Schools. If any of the participating parties have comments on the certification document, those parties can submit their comments in writing to the Regional Superintendent. The Regional Superintendent will maintain a record of these comments. The certification document may be in a check-off format or narrative format, at the discretion of the Superintendent.

The review must occur at least once during the calendar year, at a specific time chosen at the Superintendent's discretion.

#### Emergency Plans

Every Building Principal, using District-established guidelines and guidelines provided by the State Board of Education and the Office of the State Fire Marshal, shall develop emergency and crisis response plans that address emergencies such as fire, tornadoes and other threats to school safety and which implement the safety drills referenced herein. This plan will be distributed to each teacher at the beginning of each school year.

Also, substitute teachers and the clerical and custodial staff will receive instruction about their responsibilities in emergencies.

Such safety planning will incorporate cooperative planning with local fire and law enforcement agencies.

LEGAL REF.: Illinois School Safety Drill Act (105 ILCS 128/1, *et seq.*)

Adopted:

Amended: March 2, 2009



**Administrative Procedures**

**Emergency Plans**

**General Fire Drill and Evacuation Procedures**

Fire drills will be held in each building in accordance with the State Law. Order rather than speed will be stressed in fire drills. An average of one drill per month will be conducted during the school year.

It will be the principal's responsibility to ensure that drill procedures are posted in every class area and to inform staff as to their implementation. Instructions will be furnished to teachers and pupils by the principal with regard to the route and manner of exiting during fire drills, which will be held without warning. Every teacher and employee will be familiar with the location and operation of existing fire extinguishers, as well as, the location and operation of fire alarms.

When teachers hear the fire alarm, they and their pupils will evacuate in a prompt, orderly and quiet manner.

**Specific Fire and Evacuation Drill Procedures**

1. At the sound of the alarm, the teacher will open the classroom door and remain at the door until all persons have been evacuated. Teachers may appoint a pupil to assist in monitoring the drill.
2. Primary and alternate exits will be designated by the building principal.
3. Each class will be assigned a point of assembly at least 100 feet away from the building. Students and teachers will stay out of roadways and away from emergency vehicles.
4. Each teacher will take his/her class roster from the classroom to check attendance and note missing students for use by emergency personnel.
5. The building principal will assign persons the following tasks:
  - ☞ Check all restrooms, closets, and storage areas for students and staff.
  - ☞ Phone in the alarm and meet fire department officials.
  - ☞ Note the results of the drill on a drill record form.
  - ☞ Assist disabled or ill persons.

Disaster Drills

Disaster drill procedures will be developed in each district building to deal with tornadoes and other threats to safety that require faculty and students to seek shelter. The principal will ensure that such procedures are in place, publicized to all students and employees, and practiced. He/she will designate and lead an Emergency Management Team for handling disasters. The principal will notify the Superintendent of such an emergency and seek assistance as needed.

The principal will develop the disaster plans and drills using District-established guidelines. Also, he/she will review the building plans yearly.

Students will be detained in school near dismissal time if a tornado or other serious weather is imminent as indicated by an alert, in which case:

1. Buses will not leave the building; and
2. Students and faculty will remain in or re-enter the building and take up shelter positions.

Adopted: July 1, 2004

**Operational Services**

**Emergency Closings**

District 131 will close schools when, in the opinion of the Superintendent or his/her designee, emergency/hazardous conditions exist. Such action will be taken only when it is apparent that such emergency conditions might jeopardize the health and/or safety of the students.

Emergency closings will be publicly announced over radio stations designated by the District administration, as well as via the District website and telephone information hotline. These announcements will be made by 6:00 a.m. whenever practicable. Also, staff members will be notified through a building calling tree.

When emergency closings become necessary during the regular school day, parents will be notified by announcements over the area radio stations, the District website and the telephone hotline.

Adopted: July 1, 2004

**Administrative Procedures**

**Emergency Closings**

The following procedures will be initiated by the Superintendent in the event that the District's schools will be closed because of an emergency:

1. A bus company representative will notify the Superintendent or his/her designee when road conditions within the District are such that buses cannot be operated safely.
2. The Superintendent or his/her designee will communicate with local police departments, and the Kane County Sheriff's Department regarding District road conditions.
3. The Superintendent or his/her designee will communicate with the Director of Buildings and Grounds regarding building emergencies and related access to buildings.
4. Building principals will immediately notify the Superintendent of all emergencies that occur in his/her building.
5. The decision to close schools in the District will be made by the Superintendent. Such decisions will be based on information received from some or all of the following sources: the bus company, law enforcement officials, building principals and nearby school districts.
6. The Superintendent will make every effort to release information on school closures no later than 6:00 a.m. to the following persons:

- Building principals
- District Education Center administrators
- Radio stations
- Bus company representative
- Local police departments
- Nearby school districts
- Special Education personnel
- Substitute teacher caller
- Board of Education

7. The following persons will help the Superintendent announce school closings:
- ☞ Each building principal or his/her designee will notify his/her staff, custodians, secretaries, and any other persons assigned to his/her building.
  - ☞ Each District Education Center administrator will call his/her own secretarial staff.
  - ☞ The Directors of Buildings and Grounds will call the firemen, engineers and maintenance crew.
  - ☞ The Assistant Superintendent for Business will call the food services company.
  - ☞ Building principals will activate telephone trees with parents.
  - ☞ The Director of Technology will update the District's website and telephone information hotline.

All administrators will have a copy of emergency closing procedures and the current home and office telephone numbers of all subordinates.

Adopted: July 1, 2004

**Operational Services**

**Fire Prevention**

The District will comply with all Illinois School Code provisions relating to safety requirements for school buildings and with the specifications of the Illinois State Board of Education that are generally known as the Health/Life Safety Code For Public Schools. Further, any other protective measures that may be needed will be taken to insure that there are no fire hazards in or around District buildings.

Per the amendatory act of 1991, all new construction in District 131 will contain sprinkler systems as required by the Illinois School Code. Smoke detectors, heat detectors, and sprinkler systems will be examined by qualified experts at least once yearly.

Selected District personnel will be trained to operate the fire alarm systems and a regular schedule of alarm tests will be conducted.

Regulations covering such matters as the use and storage of combustible materials, smoking in the buildings, the use of electrical equipment, good housekeeping practices, etc., will be disseminated and the responsibility for their observance will be clearly established by the Superintendent.

LEGAL REF.: Illinois School Code, Sec. 2-3.12 (105 ILCS 5/2-3.12).

Adopted: July 1, 2004

**Operational Services**

**School Bus Operation**

**Safety**

A minimum of two (2) emergency drills will be held on school buses during the school year.

Emergency drills will include learning how to operate and use the emergency door, windows (as a means of escape), and fire extinguisher.

**Complaints and Disciplinary Problems**

Where there is need to handle a discipline or related problem, that situation will be the responsibility of the Administration:

1. Principals will work closely with the Director of Pupil Personnel Services and the bus company on all related matters.
2. Principals will relate any serious parent complaints or justified student problems brought to the office of the Director of Pupil Personnel Services.
3. The Superintendent or his/her designee will have the authority to transfer or dismiss a contractor=s bus driver, with cause, if it is in the best interest of the District.

Adopted: July 1, 2004

**Administrative Procedures**

**School Bus Operation**

The Superintendent or his/her designee and the contracted bus company -- in consultation with building principals -- annually will determine school bus routes and school bus time schedules.

Bus routes and time schedules will be published and distributed by the Superintendent or his/her designee to parents of District students.

At all times, bus riders will observe the bus safety rules listed in the District parent/student handbook.

Adopted: July 1, 2004



**Operational Services**

**Traffic Safety Guards**

The Board may employ traffic safety guards for the purpose of directing traffic upon school grounds and at major crossings immediately adjacent or within the walk route from school grounds.

Also, the Board may share the costs of employing traffic safety guards with a unit of local government or accept employment of traffic safety guards from a unit of local government.

The costs for employing traffic safety guards will be paid from one of the following District funds: Education, Transportation, or Operations and Maintenance.

LEGAL REF.: Illinois School Code, Sec. 10-22.28a (105 ILCS 5/10-22.28a).

Adopted: July 1, 2004

**Operational Services**

**Security Plans**

A Safe School Response Plan has been developed by the Superintendent or his/her designee to ensure a prompt, effective response to any natural disaster, mechanical disaster or incidents of crime, disruption or violence. This plan will provide for the general safety of the students, employees, buildings and other property of District 131. Further, the plan will include both a district-administration and a school-site component.

The plan will specify which members of the school staff will be responsible for notifying appropriate administrative officers and police/fire departments, and if required, which members will be assigned to supervise key areas of the school and operations. Also, the plan will include a method of alerting building personnel to confine and control a threat to safety.

A periodic inspection of all district facilities for security weaknesses will be made by the Assistant Superintendent for Business, building principal, Director of Building Operations, and representatives of local fire departments and law enforcement agencies.

In fact, all safety planning will incorporate cooperative planning with local fire departments and law enforcement agencies.

All unlawful entries into District buildings discovered by District personnel or residents will be reported to the police and the Superintendent or his/her designee.

Adopted: July 1, 2004

**Operational Services**

**Hazardous and Infectious Materials**

**Hazardous Materials**

The Superintendent or his or her designee will prepare a list of toxic substances used by District employees and develop procedures for their proper and safe containment and use. The list of toxic substances will include those contained under the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act, as well as those listed in Illinois Department of Labor regulations.

The Superintendent or his/her designee is directed to provide District personnel with procedures and training on the purchase, storage, use, transportation, and disposal of hazardous materials. Emergency response and evacuation plans also will be made a part of those procedures.

District staff will substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material that is a toxic substance will be ordered or purchased for use in kindergarten through grade 6. And no art or craft material that is a toxic substance will be ordered or purchased for use in grades 7 and 8, unless properly labeled according to State law.

The Superintendent or a designee will ensure that before any staff member begins a position requiring work with hazardous materials on a regular basis, he or she attends an approved training course.

**Infectious Materials**

The Superintendent or his/her designee will prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The plan, which will be reviewed and updated by the Superintendent at least annually, will address the following issues:

- ☞ Exposure determination;
- ☞ Implementation schedule;
- ☞ Procedures for evaluating an exposure incident.

LEGAL REF.: Illinois Toxic Substances Disclosure to Employees Act (820 ILCS 255/1, *et seq.*); Illinois School Code, Sec. 10-20.17a (105 ILCS 5/10-20.17a); Illinois Toxic Art Supplies in Schools Act, Sec. 1, *et seq.* (105 ILCS 135/1, *et seq.*); and 23 Ill.Admin.Code '1.330; and 56 Ill.Admin.Code '350.280.

Adopted: July 1, 2004

## Administrative Procedures

### Hazardous and Infectious Materials

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

- ☞ an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids;
- ☞ non-building-related asbestos materials;
- ☞ lead and lead compounds (included in school supplies, e.g., art supplies, ceramic glazes);
- ☞ compressed gases (natural gas), and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
- ☞ solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
- ☞ liquids, compounds, solids or other hazardous chemicals that might be toxic, poisonous or cause serious bodily injury;
- ☞ materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algicide, rodenticide, bactericides);
- ☞ regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil [both new and used], and propylene glycol).

The building principal will:

1. Maintain a perpetual inventory of hazardous materials.
2. Make inventory lists available to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) and distribute them to employees. The data sheets will be maintained and updated when necessary.
4. Make MSDS available to all persons requesting the information.
5. Store hazardous materials in compliance with local, State, and federal law. Storage containers will be labeled and stored in a location that limits the risk presented by the materials. Containers will be stored in a limited-access area.

6. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and is in compliance with local, State, and federal law.
7. Classify hazardous materials as current inventory, waste, excess, or surplus. Hazardous materials will be disposed of in compliance with local, State, and federal law.

### Training and Necessary Equipment

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee will be provided the necessary training. This training will include instruction in the universal precautions and other-infection control measures that should be taken to prevent the transmission of communicable diseases and/or to reduce potential health hazards. An attendance record of an employee's participation in the training will be maintained.

### Emergency Response Plan

The building principal will insure that proper procedures for cleaning up potentially hazardous material spills are followed:

1. A building custodian will be responsible for the actual clean-up.
2. Personal protective equipment, chemical neutralization kits, and absorbent material will be available in each building at all times.
3. Spill residue will be placed in containers designated for such purpose and disposed of in compliance with local, State, and federal law.

### Evacuation

1. Evacuation rules will be posted in each room. The rules will indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building.
2. A distinct signal will be used for evacuation only. Another signal will be used for return to class.
3. No person will remain in class during evacuation drills.
4. Evacuation areas will be no closer than 50 feet from buildings and out of driveways.

5. Each student will be responsible for moving quickly and quietly, and in an orderly manner through the assigned exit to the assigned evacuation area.
6. Each teacher will:
  - 👉 Maintain order during evacuation.
  - 👉 Assign students to hold the door open. These students will rejoin class when the last person has passed through the doors.
  - 👉 Take roll book and check roll when the class is in the assigned area. A missing student's name will be reported immediately to the building principal or a designee.
7. The building principal will report each evacuation to the Superintendent his/her designee.
8. The building principal will conduct evacuation drills at regular intervals, but at least once yearly. Such drills can coincide with fire drills.

Adopted: July 1, 2004

**Operational Services**

**Child Sex Offender and Murderer Community Notification Law**

The Illinois Child Sex Offender and Murderer Community Notification Law, (730 ILCS 152/101 et seq.), (the "Act"), requires that every "child sex offender", as that term is defined in the Act, must notify the Chief of Police or Sheriff in the municipality or unincorporated area in which the child sex offender expects to reside, that he/she is a child sex offender.

The Act also requires that the applicable law enforcement agency having jurisdiction must disclose the names, addresses and offense(s) or adjudication of all registered child sex offenders to the school boards of local public school districts. However, the Act does not authorize school boards to distribute information about specific local child sex offenders after they receive such notification. This information is available to the public on law enforcement websites.

The Superintendent his/her designee will develop procedures, as necessary, for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or his/her designee will serve as the District's contact person for purposes of this law.

No employee, volunteer, or contractor's employee will knowingly be on school property or in attendance at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Community Notification Law, unless prior written permission is given by the Superintendent his/her designee.

Except as otherwise provided in Board Policy 500.011 (Criminal Background Investigation), all certified and noncertified applicants for employment with School District 131 and all employees of persons or firms holding contracts with the District -- including food service workers, school bus drivers, and other transportation employees who have direct daily contact with the students of any school in the District -- will, as a condition of employment, authorize the District in writing to perform a background investigation according to State law and Board Policy 500.011.

LEG. REF.: Illinois Child Sex Offender and Murderer Community Notification Law (730 ILCS 152/101 et seq.);  
Illinois Criminal Code, Section 10-21.9 (105 ILCS 5/10-21.9).

CROSS REF.: 500.011

Adopted: July 1, 2004

**Administrative Guidelines**  
**Child Sex Offender And Murderer**  
**Community Notification Law**

**Receipt of Information**

1. The Superintendent or his/her designee will serve as the District's contact person for purposes of the Child Sex Offender and Murderer Community Notification Law and will so notify local law enforcement officials. The Superintendent may at any time request information from law enforcement officials regarding child sex offenders.
2. The Superintendent his/her designee may provide building principals and other supervisors with a copy of any report received from law enforcement officials containing the names, addresses and offense(s) or adjudication of child sex offenders.
3. The Superintendent his/her designee may also provide relevant information concerning the names, addresses and offense(s) or adjudication of child sex offenders, to the following people:
  - ☞ A teacher may be told if a parent or guardian of one of his/her students is on the list.
  - ☞ The school counselor, nurse, social worker, or other school service personnel may be told if a parent or guardian of a student for whom he/she provides services is on the list.
  - ☞ Other school staff members may be provided a copy of the report, or information contained therein, on a need-to-know basis.
4. No person receiving a report received from law enforcement officials containing the names, addresses and offense(s) or adjudication of child sex offenders, or any information contained in such a report, will provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent.

**Use of Information**

The Superintendent his/her designee and building principal may use reports received from law enforcement officials containing the names, addresses and offense(s) or adjudication of child sex offenders, to screen individuals who may come in contact with students at school or school events.



Informing Staff Members, Parents and Guardians About the Law

1. The District may provide general information about the Illinois Child Sex Offender and Murderer Community Notification Law, (730 ILCS 152/101 et seq.) and Board Policy 465.11 to staff members and parents and guardians of students, on an annual basis. Such information may be contained in the Parent-Student Handbook or may be provided by newsletter or other means. Parents and guardians may be advised that, in order to remain informed, they should periodically inquire about registered child sex offenders at the office of their local law enforcement officials.
2. If the Superintendent his/her designee receives information that a child sex offender has registered in the area, he/she may send out a general bulletin to parents and guardians of District students that the District has been notified by law enforcement officials that a child sex offender has registered in the area. That bulletin also will direct parents desiring additional information to contact the office of their local law enforcement officials.
3. Requests for additional information by staff members and parents and guardians of students will be referred to local law enforcement officials.

Adopted: July 1, 2004

**Operational Services**

**Food Service Management**

The major purpose of the District's food service management program is to provide nutritious meals to all students, including those who could not otherwise afford them, in accordance with State and federal regulations and guidelines. Any food distributed to students will meet the requirements of the Child Nutrition Act.

The Superintendent or his/her designee will be responsible for the rules and regulations of the District food service program, which is to be non-profit.

LEGAL REF.: 42 U.S.C., par. 1771 *at seq.*

Adopted: July 1, 2004

**Operational Services**

**Shortened Week Due to Energy Crisis**

In the event of an energy crisis that necessitates a reduction in the number of days school is in session, District 131 will operate on a four-day-week schedule, with school days generally one hour longer than those of a five-day-week. Alternatively, the District may conform to revised schedules as prescribed by the Illinois State Board of Education.

LEGAL REF.: Document #1, State Board of Education, ch. 2, para. 1-12

Adopted: July 1, 2004

**Operational Services**

**Medical Emergencies and Automated External Defibrillators**

The Superintendent will establish and implement procedures for responding to medical emergencies and a medical emergency plan which shall address among other things, maintenance and use of AED's pursuant to the *Physical Fitness Facility Medical Emergency Preparedness Act* and the *Automated External Defibrillator Act* and their implementing regulations.

LEGAL REF.:        210 ILCS 74/1, *et seq.*  
                          410 ILCS 4/1, *et seq.*  
                          77 Ill. Adm. Code 525.100, *et seq.*  
                          77 Ill. Adm Code 527, *et seq.*

Adopted:        November 3, 2005  
Amended:       December 2, 2013

## Administrative Procedures

### Plan for Responding to a Medical Emergency at an Indoor Physical Fitness Facility

The following procedures implement Board Policy 465.14 (entitled "Medical Emergencies and Automated External Defibrillators"), providing a plan for responding to medical emergencies at School District 131 indoor physical fitness facilities. These procedures shall be followed in accordance with the Illinois *Physical Fitness Facility Medical Emergency Preparedness Act* (210 ILCS 74/1, *et seq.*), the Illinois *Automated External Defibrillator Act* (410 ILCS 4/1, *et seq.*), and the Rules of the Illinois Department of Public Health (IDPH), including the *Automated External Defibrillator Code* (77 Ill.Admin.Code 525.100, *et seq.*) and the *Physical Fitness Facility Medical Emergency Preparedness Code* (77 Ill.Admin.Code 527.100, *et seq.*), as adopted and amended from time to time. Any definitions of terms found in the referenced Acts and the IDPH implementing Rules are incorporated as definitions of those terms in these procedures.

#### Responsibilities of the Superintendent

- 1) The Superintendent or his/her designee shall appoint a staff member to coordinate the implementation of these procedures, who shall be known as the "Plan Coordinator." The current Plan Coordinator for School District 131 is the Assistant Director of Student Services.
- 2) The Superintendent or his/her designee shall file a copy of this plan with the Illinois Department of Public Health (IDPH) at the following address [77 Ill.Admin.Code 527.400(a)]:  

Illinois Department of Public Health  
Division of EMS & Highway Safety  
500 East Monroe, 8th Floor  
Springfield, IL 62701
- 3) This plan shall be updated with IDPH after a change in any facility that affects the ability to comply with a medical emergency, including, but not limited to, the closure of a facility for more than 45 days, an AED that is inoperable for more than 45 days, or a lack of trained staff for more than 45 days. [77 Ill.Admin.Code 527.400(c)]
- 4) The Superintendent or his/her designee shall determine, with input from the Plan Coordinator, the number of Automatic External Defibrillators (AEDs) to be installed and the schedule for purchasing AEDs, in accordance with the following guidelines [210 ILCS 74/50]:

If the District has four or fewer indoor physical fitness facilities, the District must have:

- at least one such facility equipped with an AED by July 1, 2006;
- if applicable, a second facility equipped with an AED by July 1, 2007;
- if applicable, a third facility equipped with an AED by July 1, 2008;
- and
- if applicable, a fourth facility equipped with an AED by July 1, 2009.

If the District has more than four indoor physical fitness facilities, the District must have:

- 25% of those facilities equipped with an AED by July 1, 2006;
- 50% of those facilities equipped with an AED by July 1, 2007;
- 75% of those facilities equipped with an AED by July 1, 2008; and
- 100% of those facilities equipped with an AED by July 1, 2009.

- 5) Each facility must have at least one operational AED on the premises at all times. If an AED becomes inoperable, the District shall repair or replace it within 45 days. [77 Ill.Admin.Code 527.600(a)].
- 6) The Building Principal for each of the District=s schools is hereby designated as the individual who is to be notified in the event of a medical emergency in his/her building. [77 Ill. Adm. Code 527.400(a)] The contact information for the Building Principals in School District 131 is as follows:

<u>Building</u>	<u>Office Contact</u>
Allen Elementary School	(630) 299-5203
Bardwell Elementary School	(630) 299-5303
Beaupre Elementary School	(630) 299-5381
Brady Elementary School	(630) 299-5426
Dieterich Elementary School	(630) 299-8283
Gates Elementary School	(630) 299-5603
Hermes Elementary School	(630) 299-8203
Johnson Elementary School	(630) 299-5402
Krug Elementary School	(630) 299-5283
Oak Park Elementary School	(630) 299-8256
O'Donnell Elementary School	(630) 299-8304
Rollins Elementary School	(630) 299-5484
Cowherd Middle School	(630) 299-5928
Simmons Middle School	(630) 299-4158
Waldo Middle School	(630) 299-8383
East Aurora High School	(630) 299-8135
Early Childhood Center	(630) 844-5102
East Aurora Root Street Campus	(630) 978-9482
Aurora Middle School Academy	(630) 851-3176

**Responsibilities of the Plan Coordinator**

7) Responsibilities Concerning Emergency Response Providers:

The Plan Coordinator, working with the Building Principals, shall identify all persons who, through their education or training, are appropriate Emergency Response Providers for specific buildings in the District. If possible, all Emergency Response Providers should be trained AED users. [77 Ill.Admin.Code 527.800(c)]

The current Emergency Response Providers in School District 131 are as follows: school nurses and health assistants.

8) Responsibilities Concerning AED users.

The Plan Coordinator shall determine the appropriate number of trained AED users needed for each building equipped with an AED. Each facility with an AED must have at least one trained AED user on staff at all times, and must ensure that appropriate numbers of facility staff and applicable supervisors are trained in order to avoid lapses in compliance with the Physical Fitness Facility Medical Emergency Preparedness Code. [77 Ill.Admin.Code 527.800(a)]

The Plan Coordinator, working with the Building Principal, shall identify trained AED users and shall request that other appropriate staff members become trained.

A trained AED user is a person who is trained in cardiopulmonary resuscitation and the use of an AED. [77 Ill.Admin.Code 527.800(a)] Trained AED users include:

- A) A person who has successfully completed a course of instruction in accordance with the standards of a nationally recognized organization such as the American Red Cross or the American Heart Association; or
- B) A person who has successfully completed a course of instruction in the use of an automated external defibrillator in accordance with the Automated External Defibrillator Code (77 Ill.Admin.Code 525.100, *et seq.*) ; or
- C) A person who is licensed to practice medicine in all of its branches in Illinois.

The current trained AED users in School District 131 are as follows: school nurses and health assistants.

9) Responsibilities Concerning AED Registration.

The Plan Coordinator shall register each AED with the EMS System Resource Hospital for the area in which the AED is located. [77 Ill.Admin.Code 527.500(b)]





The EMS System Resource Hospital for School District 131 is:

Name of Hospital: Delnor Hospital  
Location of Hospital: Geneva, Illinois

The Plan Coordinator shall provide a list of trained users at each building equipped with an AED to the Superintendent and the EMS System Resource Hospital. [77 Ill.Admin.Code 527.500(b)(1)]

The Plan Coordinator shall cooperate with requests from the EMS System Resource Hospital for copies of the manufacturer's guidelines for maintenance and training. [77 Ill.Admin.Code 527.500(b)(2)]

The Plan Coordinator shall notify an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of each AED in the District. [77 Ill.Admin.Code 527.500(c)].

10) Responsibilities Concerning Location of AED and Other First Aid Equipment.

The Plan Coordinator shall decide, with input from the Building Principal or his/her designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient, and so as to minimize response time. Every AED must be mobile, and accessible at all times. [77 Ill.Admin.Code 527.600(a)]

A copy of the AED maintenance and testing manual shall be kept with the Building Principal at each physical fitness facility and with each AED. [77 Ill.Admin.Code 527.700(b)]

Every AED shall be placed and stored in a wall cabinet with an alarm system which will alert when the device is being removed. The AED cabinet must be highly visible.

11) Responsibilities Concerning Notification and Posting.

The Plan Coordinator shall, along with the Building Principals, notify all staff members of the location of each AED as well as the instructions for responding to medical emergencies. [77 Ill.Admin.Code 527.800(c)]

12) Responsibilities Concerning Training.

The Plan Coordinator shall, with input from the Building Principals, coordinate the training of physical fitness facility staff members in the use of CPR and the use of an AED. [77 Ill.Admin.Code 527.800(a)]

The Plan Coordinator shall ensure that all trained AED users are timely recertified, as required by the Illinois Department of Public Health's Automated External Defibrillator Code. The certification of trained AED users shall not be valid for more than two years. [77 Ill.Admin.Code 525.400(b)]

- 13) Responsibilities Concerning Instructions for Responding to Medical Emergencies.

The Plan Coordinator shall, along with Building Principals, coordinate the posting of the Step-by-Step Emergency Response Plan described below. [77 Ill.Admin.Code 527.800(c)]

- 14) Responsibilities Concerning Maintenance and Testing of AEDs.

The Plan Coordinator shall ensure that all AEDs are maintained and regularly tested according to manufacturer's guidelines. [77 Ill.Admin.Code 527.700(a)] Documentation shall be maintained with regard to such testing. At a minimum, this documentation shall include the date of testing, the type of test performed, and the signature of the individual performing the test.

The Plan Coordinator shall maintain a record of applicable maintenance and training at each facility. [77 Ill.Admin.Code 527.500(b)(2)]

**Responsibilities of the Building Principals**

- 15) Each Building Principal shall post the following documentation in a conspicuous place in the physical facility:

- A) A list of all staff members who are Emergency Response Providers, and
- B) The Step-by-Step Emergency Response Plan described below. [77 Ill. Admin.Code 527.400(a)]

The Building Principal shall post a notice at the school's main entrance stating that an AED is located on the premises. [77 Ill. Admin.Code 527.600(a)]

The Building Principal and the Superintendent or his/her designee shall receive notice in the event of a medical emergency.

**Responsibilities of School Nurses**

- 16) School Nurses along with the Plan Coordinator shall help staff members understand the instructions for responding to medical emergencies. These instructions shall provide that the AED is to be operated only by trained AED users, unless the circumstances of a medical emergency do not allow time to be spent waiting for a trained AED user to arrive. [77 Ill.Admin.Code 527.800(b)]

**Responsibilities of Trained AED Users and/or Other Emergency Responders**

- 17) The trained AED users and/or other emergency responders, according to their training, shall use appropriate emergency responses upon the occurrence of any sudden serious, unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required urgent or unscheduled medical care. [77 Ill.Admin.Code 527.400(a)]

The trained AED users and/or other emergency responders, according to their training, shall use the AED to help restore a normal heart rhythm when a person's heart is not beating properly. [77 Ill.Admin.Code 527.400(a)]

The trained AED users and/or other emergency responders shall call 9-1-1 for medical emergencies, and whenever an AED is used. [77 Ill.Admin.Code 527.400(b)]

The trained AED users and/or other emergency responders shall inform the Building Principal whenever the AED or other emergency response is used. [77 Ill.Admin.Code 527.400(a)]

Whenever an AED is used, the trained AED users and/or other emergency responders shall complete an Automatic External Defibrillator Incident Report (See Appendix A) and forward it to the Superintendent so that the incident report can be sent or faxed to the EMS System Resource Hospital. [77 Ill.Admin.Code 527.500(a)] The report shall include [77 Ill. Admin.Code 525.500(b)]:

- A) The date of the incident;
- B) The time of the incident;
- C) The name of the person who determined the patient's unresponsiveness;
- D) The time that 9-1-1 was called;
- E) The initial heart rhythm;
- F) The number of times the patient was defibrillated;
- G) The name of the person who defibrillated the patient;
- H) The final heart rhythm at the time of arrival of the first response vehicle; and
  - 1) Whether the patient was breathing;
  - 2) Whether the patient had a pulse.

**Third Party Users**

- 18) Third party users of the facility shall be informed, by postings or other notifications, of the AED and the District's emergency plan. [77 Ill.Admin.Code 527.800(b)]

Third party users of the facility shall notify the District if an AED is used. [77 Ill. Admin.Code 527.500(a)]

**Responsibilities of All Facility Staff Members and Users**

- 19) All facility staff members and users shall follow the Step-by-Step Emergency Response Plan described below:

**School District 131**  
**Step-by-Step Emergency Response Plan**

In the case of a medical emergency, which means the occurrence of a sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person requires urgent or unscheduled medical care, the following procedures should be followed:

- A) The emergency responder shall immediately notify the building's Emergency Response Provider(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay.
- B) The Emergency Response Provider shall take charge of the emergency. This person shall apply first aid, CPR, and/or AED, as appropriate.
- C) The Emergency Response Provider shall bring, or direct someone to bring, the first aid equipment and AED to the emergency scene. The AED is to be operated only by trained AED users for the intended purpose of the AED, unless circumstances do not allow time for a trained AED user to arrive.
- D) A trained AED user shall immediately evaluate the person with a medical emergency to determine if the use of an AED is warranted.
- E) Based on his/her training, if the trained AED user determines that use of the AED is warranted, he/she shall proceed to use the AED in accordance with his/her training.
- F) The facility staff shall take reasonable measures to ensure that the AED is operated only by trained AED users for the intended purpose of the AED. However, this provision should not be construed to prohibit the use of the AED by others in the event of a medical emergency requiring the use of the AED.
- G) The Emergency Response Provider should instruct someone to call 9-1-1, providing the location in the building and which door to use to enter. This person should make sure that someone is sent to open the door for paramedics and guide them to the scene.
- H) Immediately inform the Building Principal or designee of the emergency.

- I) When paramedics arrive and assume care of the victim, the Emergency Response Provider or another staff member shall notify the victim's parent/guardian or relative.
- J) If an AED was used, the person using it shall complete the Automatic Defibrillator Incident Report. If appropriate, a supervising staff member shall complete an accident report.
- K) If an adult refuses treatment, the Emergency Response Provider shall document the refusal and, if possible, ask the adult to sign a statement stating that he or she refused treatment.

Adopted: February 7, 2008  
Amended: December 2, 2013

**School District 131**  
**Automatic External Defibrillator Incident Report**  
(To be completed by the person who used the AED)

Patient Name: \_\_\_\_\_ Age: \_\_\_\_\_

Patient Identification:      Student \_\_\_\_\_      Parent \_\_\_\_\_      Other \_\_\_\_\_

Date of Incident: \_\_\_\_\_      Time of Incident: \_\_\_\_\_

D            e            s            c            r            i            b            e  
Incident: \_\_\_\_\_

—  
—

Name of first responder: \_\_\_\_\_

Name of person who determined the patient's unresponsiveness: \_\_\_\_\_

Name of person administering the AED: \_\_\_\_\_

Number of times patient was defibrillated: \_\_\_\_\_

Time 9-1-1 was called: \_\_\_\_\_

Patient vitals prior to arrival of EMS:	Breathing	Yes	No
	Pulse	Yes	No
	Heart rhythm	_____	_____

Time EMS arrived: \_\_\_\_\_

Patient vitals after arrival of EMS:	Breathing	Yes	No
	Pulse	Yes	No
	Heart rhythm:	_____	_____

Patient \_\_\_\_\_ transported  
to: \_\_\_\_\_

List series of events from start of emergency until conclusion:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Forward completed incident report to the Superintendent. Upon receipt the Superintendent or his/her designee shall send or fax this incident report to the EMS System Hospital.

Signature of the Person who administered the AED:

\_\_\_\_\_

Date \_\_\_\_\_

**School District 131**  
**School and Staff AED Notification Letter**

Date: \_\_\_\_\_

To: All Staff Members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Plan and AED Availability

I would like to notify you about the District's plan for responding to medical emergencies that might occur in our gymnasiums or other indoor physical fitness facilities. This plan includes access to an Automatic External Defibrillator (AED) in the following locations:

Building	Location
_____	_____
_____	_____
_____	_____
_____	_____

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid utilization. The AED is available during school hours and after school during on-site school activities. The predetermined AED users include medical personnel, school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a certification card on file with the Superintendent.

The following information is posted with each AED:

- 1) Instructions to immediately call 9-1-1 and instructions for emergency care;
- 2) A statement that the AED is to be used only by trained users, whenever possible; and
- 3) Instructions for using the AED.

Please contact me if you would like information on becoming a trained AED user. We appreciate your support.

Sincerely,

Superintendent

Enclosure (Step-By-Step Emergency Response Plan)



## **Movable Soccer Goal Safety and Education Policy**

### **Introduction**

The Movable Soccer Goal Safety Act (aka “Zach’s Law”) requires the District to adopt a policy regarding the safety and education of movable soccer goals owned and controlled by the District.

### **Definitions**

1. *Movable Soccer Goals.* A movable soccer goal is defined as a freestanding structure, consisting of at least two upright posts, a crossbar, and support bars, that is designed: 1) to be used by adults or children for the purposes of a soccer goal; 2) to be used without any other form of support or restraint (other than pegs, stakes, augers, counter-weights, or other types of temporary anchoring devices); and 3) to be able to be moved to different locations.
  
2. *Permitted Users.* The permitted users of movable soccer goals owned and controlled by the District shall consist solely of District employees and agents; or individuals and organizations, and their employees and agents; authorized to utilize District facilities for soccer-related activities.
  
3. *Permitted and Non-Permitted Use.* All movable soccer goals owned and controlled by the District may be used only by authorized District employees or agents, or by authorized permitted users, in connection with soccer-related activities to take place on District property or in its facilities.  

Climbing on a movable soccer goal, or hanging, pulling, or swinging from any part of a movable soccer goal by any child or adult, is not a permitted use of a movable soccer goal, as such activity poses a risk of tipping over a movable soccer goal, causing serious injury or death.
  
4. *Soccer-Related Activities.* Soccer-related activities shall include soccer practices, scrimmages, and games taking place on District property.

5. *Safety Guidelines.* All movable soccer goals owned and controlled by the District must be anchored and stored properly, and in accordance with the *Guidelines for Movable Soccer Goal Safety*, issued by the United States Consumer Product

**East Aurora School District No. 131**

**465.15**

Page 2 of 2

Safety Commission, as cited by the Illinois Department of Public Health, and referenced by the Movable Soccer Goal Safety Act.

Warning Labels

Every Movable Soccer Goal owned and controlled by the District shall contain a clearly visible warning label, placed under the crossbar and on the sides of the down-posts, at eye-level. The warning labels shall state:

“WARNING: ALWAYS ANCHOR THE GOAL. UNSECURED GOAL CAN FALL OVER, CAUSING SERIOUS INJURY OR DEATH. NEVER CLIMB OR HANG ON THE GOAL. GOAL CAN FALL OVER, CAUSING SERIOUS INJURY OR DEATH. ONLY DISTRICT PERSONNEL OR AUTHORIZED USERS ARE PERMITTED TO MOVE AND ANCHOR THIS GOAL. IF THIS GOAL IS NOT ANCHORED, DO NOT USE IT.”

LEGAL REF: Movable Soccer Goal Safety Act (aka “Zach’s Law”). 430 ILCS 145/1.

Adopted: October 21, 2013

**Administrative Procedures**

The following procedures implement Board Policy 465.15 (entitled “Movable Soccer Goal Safety and Education Policy”).

The District’s Movable Soccer Goals may only be used by District personnel for District-sponsored Soccer-Related Activities, or authorized Permitted Users and their players for Soccer-Related Activities, in accordance with this policy. All other use shall be unauthorized and unintended use, and unauthorized and unintended users shall be considered to be on District property unlawfully, and may be subject to prosecution for trespass or other legal action.

Prior to the commencement of any Soccer-Related Activity, authorized District personnel or Permitted Users must place, secure, and anchor Movable Soccer Goals in accordance with the Safety Guidelines. No student or player shall be asked or allowed to move, secure, or anchor a Movable Soccer Goal, unless they are also a Permitted User.

All Movable Soccer Goals must be properly anchored in place, in accordance with the Safety Guidelines, during all Soccer-Related Activities. If at any time during a Soccer-Related Activity a Movable Soccer Goal becomes un-anchored or secured, the Soccer-Related Activity must cease until the Movable Soccer Goal can become properly secured and anchored by authorized District personnel or a Permitted User.

Movable Soccer Goals should only be used on level, flat surfaces, and must always be properly anchored and secured.

During all Soccer-Related Activities, District personnel and Permitted Users shall take care to ensure that Movable Soccer Goals are not subjected to any Non-Permitted Use, including any individual climbing on, hanging, pulling, or swinging from any part of the Movable Soccer Goal.

**Education Concerning Movable Soccer Goals**

Prior to the commencement of the District’s soccer season; a physical education class or unit involving soccer; and prior to any Soccer-Related Activity by a Permitted User, all players and their parents or guardians shall be advised, by District personnel or Permitted Users, that Movable Soccer Goals may not be moved, and that any Non-Permitted Use of a Movable Soccer Goal creates the risk of serious injury or death.

Players and users of Movable Soccer Goals shall be educated regarding the dangers of

Movable Soccer Goals, prior to the commencement of the District's soccer season; any physical education class or unit involving soccer; and before any other Soccer-Related Activities by students or Permitted Users.

In addition, all District personnel authorized to move, secure, anchor, or store Movable Soccer Goals, and all Permitted Users, shall be educated and advised as to the dangers of Movable Soccer Goals, and the importance of adhering to the Safety Guidelines when using, securing, and storing a Movable Soccer Goal.

#### Conditions of Use for Permitted Users

As a condition of use of District facilities for Soccer-Related Activities, each approved individual or organization shall provide each of its Permitted Users with a copy of this policy and the Safety Guidelines. Every individual or organization approved to use District facilities for Soccer-Related Activities must require that each of its Permitted Users comply with all applicable provisions of the policy and the Safety Guidelines.

Applicants for use of District facilities for Soccer-Related Activities must agree to indemnify and hold harmless the District, its Board members, employees, agents, contractors, assignees or their successors from any personal injury or physical damage, other than normal wear and tear, associated with the Soccer-Related Activities, including, but not limited to, the use of Movable Soccer Goals. Absence of such agreement shall be grounds for denial of the application for use of District facilities for Soccer-Related Activities.

#### Proper Storage of Movable Soccer Goals

All Movable Soccer Goals must be stored properly when not in use, in accordance with the Safety Guidelines. Authorized District personnel or Permitted Users must take the appropriate steps to properly store Movable Soccer Goals that are not in use, as set forth in the Safety Guidelines.

Movable Soccer Goals must be fully disassembled when storing for the off-season, or before an extended period of non-use, as provided for in the Safety Guidelines. Disassembly must be completed by authorized District personnel or Permitted Users only.

### Tip-Resistant Movable Soccer Goals Only

As of the effective date of this policy, the District shall only purchase Movable Soccer Goals that are tip-resistant. A Movable Soccer Goal whose inside measurements are

**East Aurora School District No. 131**

**465.15-R**

Page 3 of 3

6.5 to 8 feet high and 18 to 24 feet wide does not qualify as tip-resistant unless it conforms to the American Society for Testing and Materials (ASTM) standard F2673-08 for tip-resistant Movable Soccer Goals, as provided for in the Movable Soccer Goal Safety Act.

### Applicability

If any provision of this Policy conflicts with any provision of the Movable Soccer Goal Safety Act, the provision of said Act shall prevail.

LEGAL REF: Movable Soccer Goal Safety Act (aka "Zach's Law"). 430 ILCS 145/1.

Adopted: July 1, 2004