

CARTERVILLE CUSD #5
BOARD OF EDUCATION POLICY MANUAL
TABLE OF CONTENTS
SECTION 4 - OPERATIONAL SERVICES

4:10	Fiscal and Business Management
4:20	OPEN
4:30	Revenue and Investments
4:40	Incurring Debt
4:45	Insufficient Fund Checks
4:50	Payment Procedures
4:60	Purchases
4:70	Resource Conservation
4:80	Accounting and Audits
4:90	Student Activity Fund Management
4:100	Insurance Management
4:110	Transportation
4:120	Food Services
4:130	Free and Reduced-Price Food Services
4:140	Waiver of Student Fees
4:150	Facility Management and Expansion Programs
4:160	Hazardous and Infectious Materials
4:170	Safety

Operational Services

Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting to the Board of Education, the District's statement of affairs and publishing it before December 1, as required by State law.

The Superintendent shall ensure the efficient and cost-effective operation of the District's business management through the use of computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an *Authorization for Electronic Network Access*.

Budget Planning

The Superintendent shall present to the Board of Education, no later than the first regular meeting in August, a tentative budget with appropriate explanation. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the District's educational program. The District's budget shall be entered upon the Illinois State Board of Education's "School District Budget Form."

Preliminary Adoption Procedures

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

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

The Board of Education Secretary shall make arrangements to publish a notice in a local newspaper stating the date, place, and time of the proposed budget's availability for public inspection and the public hearing. The proposed budget shall be available for public inspection at least 30 days before the time of the budget hearing.

At the public hearing, the proposed budget shall be reviewed and the public shall be invited to comment, question, or advise the Board of Education.

Final Adoption Procedures

The Board of Education shall adopt a budget before the end of the first quarter of each fiscal year (September 30), or by such alternative procedure as State law may define.

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

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) must be filed with the County Clerk within 30 days of the adoption of the budget.

The Superintendent shall make all preparations necessary in order for the Board to timely file its Certificate of Tax Levy, including preparation to comply with the Truth in Taxation Act. On or before the last Tuesday in December, a Certificate of Tax Levy shall be filed with the County Clerk. The Certificate lists the amount of property tax money to be provided for the various funds in the budget. The Superintendent shall prepare all documents and notices necessary for the Board to timely file its Certificate of Tax Levy.

Any amendments to the budget or certificate of tax levy shall be made as provided in The School Code and Truth In Taxation Act.

Budget Amendments

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

Implementation

The Superintendent is responsible for implementing the District’s budget and shall provide the Board of Education with a monthly financial report 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 Board of Education.

The Board of Education shall act on:

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

LEGAL REF.: 105 ILCS 5/10-17, 5/17-1, 5/17-3.2, and 5/17-11.
 105 ILCS 5/10-22.33, 5/17-2A, 5/20-5, and 5/20-8.
 35 ILCS 200/18-50.

CROSS REF.: 4:30

ADOPTED: June 21, 2001

Operational Services

Revenue and Investments

Scope

This investment procedure applies to all funds of the District. These funds are accounted for in the District's annual financial report and includes all current funds, and any other funds that may be created from time to time. All transactions involving the funds and related activity of any funds shall be administered in accordance with the provisions of this procedure and the canons of the "prudent person rule."

Objectives

1. Safety of Principal - Investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the overall portfolio. To attain this objective, only appropriate investment instruments will be purchased and insurance or collateral may be required to ensure the return of principal.
2. Liquidity - The District's investment portfolio shall be structured in such manner as to provide sufficient liquidity to pay obligations as they come due.
3. Return on Investments - The investment portfolio shall be designed to attain a market-average rate of return throughout budgetary and economic cycles, taking into account the risk constraints, the cash flow characteristics of the portfolio and legal restrictions for return on investments. The Superintendent is authorized to maximize investment returns. Funds may be invested in institutions other than local if the difference in the rate of return is .5% or higher.
4. Maintaining the Public's Trust - The investment officers shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the District, the Board or the School Treasurer.

Investment Instruments

The District may invest in any type of security allowed by the Public Funds Investment Act of the State of Illinois as may be amended from time to time. The District has chosen to limit its allowable investments to those instruments listed below:

1. Bonds, notes, certificates of indebtedness, treasury bills or other securities now or hereafter issued by the United States of America, its agencies and allowable instrumentalities;
2. 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;
3. Certificates of deposit with federally insured institution that are collateralized or insured in excess of the \$100,000 provided by the Federal Deposit Insurance Corporation coverage limit;

4. Collateralized repurchase agreements which conform to the requirements stated in paragraph 2(g) or 2(h) of the statutes;
5. Commercial paper meeting the following requirements:
 - a) The corporation must be organized in the United States.
 - b) The corporation's assets must exceed \$500,000,000.
 - c) The obligations at the time of purchase must be rated within the two highest classifications by at least two of the four standard rating services (Standard and Poor's, Duff and Phelps, Moody's and Fitch Investors Service).
 - d) The obligations cannot have a maturity longer than 180 days.
 - e) Not more than 33% of the total investment fund can be invested in commercial paper at any time.
 - f) The total investment in any one corporation cannot exceed 10% of the corporation's outstanding obligations.
 - g) The total investment in any one corporation cannot be more than \$20 million.
6. The Illinois Public Treasurer's Investment Pool.
7. Investments may be made only in those savings banks or savings and loan associations the shares, or investment certificates of which are insured by the Federal Deposit Insurance Corporation.
8. Investment products that are considered as derivatives are specifically excluded from approved investments.

Diversification

It is the policy of the District to diversify its investment portfolio. Investments shall be diversified to eliminate the risk of loss resulting in over concentration in a specific maturity, issuer, or class of securities. Diversification strategies shall be determined and revised periodically by the Superintendent. A guide for diversification may be as follows:

- a) Up to 100% of C.1.
- b) Up to 90% of C.2., C.3.
- c) Up to 33% of C.4., C.5., and C.6.

Collateralization

1. It is the policy of the District to require that time deposits in excess of FDIC insurable limits be secured by collateral or private insurance to protect public deposits in a single financial institution if it were to default.
2. Eligible collateral instruments are any investment instruments acceptable under ILCS 235. The collateral must be placed in safekeeping at or before the time the District buys the investments so that it is evident that the purchase of the investment is predicated on the securing of collateral.

3. Safekeeping of Collateral

- a) Third party safekeeping is required for all collateral. To accomplish this, the securities can be held at the following locations:
 - 1) A Federal Reserve Bank or its branch office
 - 2) At another custodial facility in a trust or safekeeping department through book-entry at the Federal Reserve.
 - 3) By an escrow agent of the pledging institution
 - 4) By the trust department of the issuing bank
- b) Safekeeping will be documented by a District Board and Bank Board approved written agreement that complies with FDIC regulations. This may be in the form of a safekeeping agreement.
- c) Substitution or exchange of securities held in safekeeping for the District can be approved exclusively by either the Treasurer or Superintendent provided the market value of the replacement securities is equal to or greater than the market value of the securities being replaced.

Safekeeping of Securities

1. Third party safekeeping is required for all securities and commercial paper. To accomplish this, the securities can be held at the following locations:
 - a) A Federal Reserve Bank or its branch office
 - b) At another custodial facility - generally in a trust or safekeeping department through book-entry at the Federal Reserve unless physical securities are involved.
 - c) In an insured account at a primary reporting dealer
2. Safekeeping will be documented by a Board of Education approved written agreement. This may be in the form of a safekeeping agreement, trust agreement, escrow agreement or custody agreement.
3. Original certificates of deposits will be held by the originating bank. A safekeeping receipt will be acceptable documentation.

Qualified Financial Institutions and Intermediaries

1. Depositories - Demand Deposits

- a) Any financial institution selected by the District shall provide normal banking services including, but not limited to: checking accounts, wire transfers and safekeeping services.
- b) The District will not maintain funds in any financial institution that is not a member of the FDIC system. In addition, the District will not maintain funds in any institution not willing nor capable of posting required collateral for funds or purchasing private insurance in excess of FDIC insurable limits.

- c) To qualify as a depository, a financial institution must furnish the Treasurer with copies of the latest two statements of condition which it is required to furnish to the Comptroller of Currency as the case may be. While acting as a depository, a financial institution must continue to furnish such statements to the Treasurer within 45 days of the end of each quarter.
- d) Fees for banking services shall be mutually agreed to by an authorized representative or the depository bank and the Treasurer on an annual basis. Fees for services shall be substantiated by a monthly account analysis.
- e) All financial institutions acting as a depository for the District must enter into a "Depository Agreement."

2. Banks and Savings and Loans - Certificates of Deposit

Any financial institution selected to be eligible for the District's competitive certificate of deposit purchase program must meet the following requirements:

- a) Shall provide wire transfer and certificate of deposit safekeeping services.
- b) Shall be a member of FDIC system and shall be willing and capable of posting required collateral or private insurance for funds in excess of FDIC insurable limits.
- c) Shall have met the financial criteria as established in the investment procedures of the District.

3. Intermediaries

Any financial intermediary selected to be eligible for the District's competitive investment program must meet the following requirements:

- a) Shall provide wire transfer and deposit safekeeping services.
- b) Shall be a member of a recognized U.S. Securities and Exchange Commission Self Regulatory Organization such as the New York Stock Exchange, National Association of Securities Dealers, Municipal Securities Rule Making Board, etc.
- c) Shall provide an annual audit upon request.
- d) Shall have an office of Supervisory Jurisdiction within the State of Illinois and be licensed to conduct business in this State.
- e) Shall be familiar with the Board of Education's policy and accept financial responsibility for any investment not appropriate according to the policy.

Management of Program

1. The following individuals are authorized to purchase and sell investments, authorize wire transfers, authorize the release of pledged collateral, and to execute any documents required under this procedure:
 - a) Treasurer
 - b) SuperintendentThese documents include:
 - 1) Wire Transfer Agreement
 - 2) Depository Agreement
 - 3) Safekeeping Agreement
 - 4) Custody Agreement
2. Management responsibility for the investment program is hereby delegated to the Treasurer and Superintendent, who shall establish a system of internal controls and written operational procedures designed to prevent losses of funds that might arise from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees of the entity. Such procedures shall include explicit delegations of authority to persons responsible for investment transactions; check signing, check reconciliation, deposits, bond payments, report preparation and wire transfers. No person may engage in any investment transaction except as provided for under the terms of this policy. The Treasurer/Superintendent shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinates.
3. The wording of agreement necessary to fulfill the investment responsibilities is the responsibility of the treasurer who shall periodically review them for their consistency with District policy and State law and who shall be assisted in this function by the Superintendent, District legal counsel and auditors. These agreements include but are not limited to:
 - a) Wire Transfer Agreement
 - b) Depository Agreement
 - c) Safekeeping Agreement
 - d) Custody Agreement
4. The Treasurer/Superintendent may use financial intermediaries, brokers, and/or financial institutions to solicit bids for securities and certificates for deposit. These intermediaries shall be approved by the Board of Education.
5. All wire transfers made by the Treasurer shall require a secondary authorization by the Superintendent.

Performance

The Treasurer/Superintendent will seek to earn a rate of return appropriate for the type of investments being managed given the portfolio objectives defined in this document for all funds. In general, the Treasurer/Superintendent will strive to earn an average rate of return equal to or greater than the U.S. Treasury Bill rate for a given period of time for the District's average weighted maturity.

Ethics and Conflicts of Interest

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Indemnification

Investment officers and employees of the District acting in accordance with this Investment Procedure and written operational procedures as have been or may be established and exercising due diligence shall be relieved of personal liability for an individual security's credit risk or market changes.

Reporting

The Treasurer shall submit to the Board of Education and the Superintendent a monthly investment report which shall include information regarding securities in the portfolio by class or type, book value, income earned, and market values as of the report date. Generally accepted accounting principles shall be used for valuation purposes. The report shall indicate any areas of policy concern and planned revision of investment strategies.

Amendment

This procedure shall be reviewed from time to time by the Superintendent with regards to the procedure's effectiveness in meeting the District's needs for safety, liquidity, rate of return, diversification, and general performance.

ADOPTED: June 21, 2001

Operational Services

Incurring Debt

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

LEGAL REF.: 30 ILCS 305/2.
 50 ILCS 420/5.
 105 ILCS 5/17-16, 5/18-18, 5/19-1 et seq.

ADOPTED: June 21, 2001

Operational Services

Insufficient Fund Checks

The Superintendent or designee is responsible for collecting the maximum fee authorized by State law for returned checks written to the District which are not honored upon presentation to the respective bank or other depository institution for any reason. The Superintendent or a designee is authorized to contact the District's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

LEGAL REF.: 810 ILCS 5/3-806.

ADOPTED: June 21, 2001

Operational Services

Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it in advance of the Board of Education's first regular monthly meeting. These bills shall be reviewed by the Board of Education, after which they may be approved for payment by Board of Education order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving the Board of Education order as evidenced by a certified, properly signed copy of the Board minutes.

Revolving funds for school cafeterias, athletics, petty cash, or similar purposes may be used, provided such funds are in the custody of an employee who is properly bonded according to State law and who is responsible to the Superintendent and the Board. Payments from these funds shall be included in the listing of bills presented to the Board of Education.

LEGAL REF.: 105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

ADOPTED: June 21, 2001

Operational Services

Purchases

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

All contracts for supplies, materials, or work involving an expenditure in excess of \$10,000 shall 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 designee shall 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 designee shall report the results of the bidding to the Board of Education, together with a recommendation and supporting rationale. Contracts will be awarded by the Board of Education 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.

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

LEGAL REF.: 105 ILCS 5/10-20.21.

ADOPTED: June 21, 2001

Operational Services

Resource Conservation

The School District will conserve energy resources by:

- full utilization of materials prior to disposal;
- limited use of disposable materials;
- limited use of non-biodegradable products;
- participation in recycling programs;
- adherence to energy conservation measures.

The Superintendent or a designee shall develop procedures for purchasing recycled paper and paper products in amounts which will, at a minimum, meet the requirement of The School Code.

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

ADOPTED: June 21, 2001

Operational Services

Accounting and Audits

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

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

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

Inventories

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

Disposition of District Property

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

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

ADOPTED: June 21, 2001

Operational Services

Student Activity Fund Management

The Board of Education annually shall appoint the District treasurer as the student activity funds treasurer who shall be bonded in accordance with The School Code.

LEGAL REF.: 105 ILCS 5/8-2 and 5/10-20.19.

CROSS REF.: 7:325

ADOPTED: June 21, 2001

Operational Services

Insurance Management

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

The insurance program shall include:

1. Liability coverage to ensure against any loss or liability of the School District, Board of Education members, employees, volunteer personnel authorized in 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and student teachers by reason of civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed during the scope of employment or under the direction of the Board of Education.
2. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
3. Workers' Compensation to protect the individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
4. Employee insurance programs.

LEGAL REF.: 820 ILCS 305/1.
105 ILCS 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a,
and 5/10-22.34b.
215 ILCS 5/1 et seq.
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: June 21, 2001

Operational Services

Transportation

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

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

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

Parents transporting students other than their own to and/or from District activities must submit a copy of form 4:110-E2 to the Building Principal and Superintendent for approval.

Every vehicle regularly used by the District for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations.

LEGAL REF.: 105 ILCS 5/10-22.22 and 5/29-1 et seq.
625 ILCS 5/1-182, 5/11-1414.1, and 5/13-109.
23 Ill. Admin. Code §§ 1.510a and 226.935.

CROSS REF.: 5:280

ADOPTED: June 21, 2001

Operational Services

Food Services

The Board shall maintain a lunch program for each school. The superintendent or the Assistant Superintendent shall be responsible for all food service management which includes the implementation of all federal and state rules and regulations.

Specifically, food service rules shall restrict the sale of foods of minimal nutritional value as defined by the U.S. Department of Agriculture in the food service areas during the meal periods.

The Superintendent or the Assistant Superintendent shall develop administrative regulations for the efficient operation of the school cafeterias so that nourishing meals are provided at moderate prices in pleasant surroundings.

The Principal is responsible for supervising the operation of the cafeteria in his/her building. This responsibility includes recommending the employment of the head cook and other cafeteria personnel. The head cook shall, under the direction of the Principal, prepare menus, purchase supplies, set schedules of and assign duties to cafeteria personnel, and keep an inventory of supplies on hand.

The Principal shall maintain necessary records of accounting to ensure efficient business management. All bills for food shall be submitted to the Unit Office by the 8th day or earlier each month so they can be reported to the Board for approval and prepared for payment.

The Board of Education shall receive periodic reports when needed from the Assistant Superintendent on the Lunch Program.

LEGAL REF.: 42 U.S.C. § 1779, as implemented by 7 C.F.R. § 210.11.
State Board of Education, Sub-Chapter 1, Food Program, Part 305.

ADOPTED: June 21, 2001

Operational Services

Free and Reduced-Price Food Services

Notice

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

Eligibility Criteria and Selection of Children

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

Notification

At the beginning of each school year, by letter, the District shall notify students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, and (3) other information required by federal law. The Superintendent shall provide the same information to informational media, the local unemployment office, and any major area employers contemplating layoffs. Parent(s)/guardian(s) enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Non-discrimination Assurance

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

Appeal From a Decision

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Department of Agriculture in 7 C.F.R. § 245.7, Determining Eligibility For Free and Reduced-Price Meals and Free Milk In Schools. The Superintendent shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk.

During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.

The Superintendent shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

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

ADOPTED: June 21, 2001

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption what fees, if any, will be charged for the use of textbooks, consumable materials, extracurricular activities, and other school fees. Students will pay for loss of school books or other school-owned materials.

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges.

Students whose parents are unable to afford student fees may receive a waiver of fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers may be submitted by a student's parent(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal.

A student shall be eligible for a fee waiver when the student is currently eligible for free lunches or breakfasts pursuant to 105 ILCS 125/1 et seq.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the Board of Education. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

LEGAL REF.: 105 ILCS 5/10-20.13 and 5/10-22.25.
23 Ill. Admin. Code § 1.245 [unenforceable].

ADOPTED: June 21, 2001

Operational Services

Facility Management and Expansion Programs

Facility Development and Expansion Programs

It shall be the policy of the Board to construct and maintain a sufficient number of buildings and recreational areas to meet the needs of present and future pupil enrollments. In meeting this goal, the School District shall provide the best possible educational environment at the lowest possible expenditure. It shall not, however, sacrifice quality for cost.

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

1. Integrate facilities planning with other aspects of planning and goal-setting.
2. Base educational specifications for school buildings on identifiable learner needs.
3. Design buildings for sufficient flexibility to permit new or modified programs.
4. Design buildings for maximum potential for community use.

Where needs for construction are numerous, the Superintendent and the Board shall set up a system of priorities, in such manner that classrooms and essential services receive priority.

Managing Buildings and Grounds

The Superintendent shall develop procedures for managing buildings and grounds.

CROSS REF.: 8:70

ADOPTED: June 21, 2001

Operational Services

Hazardous and Infectious Materials

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises from risks associated with hazardous materials, including pesticides, and infectious materials.

LEGAL REF.: 105 ILCS 5/10-20.17a and 135/1 et seq.
 225 ILCS 235/2.
 415 ILCS 65/3(f).
 820 ILCS 255/1 et seq.
 23 Ill. Admin. Code § 1.330.
 29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.
 Admin. Code § 350.280.

ADOPTED: June 21, 2001

Operational Services

Safety

Safety Program

The School District shall have a safety program promoting the safety of everyone on District property or at a District event. In order that the Board can monitor this goal's achievement, the Superintendent shall make regular reports to the Board containing relevant information.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan incorporating both avoidance and management guidelines. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures, tornado protection, instruction in safe bus riding practices, emergency aid, and post-crisis management. There shall be at least 3 full participation exit drills during the regular school term. An exit drill shall be conducted early during the school term and the remaining drills should be scheduled so as to avoid severe winter weather.

Child Sex Offender and Murderer Community Notification Act

No employee, volunteer, or contractor's employee shall be on school property or 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 permission is given by the Superintendent.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

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

The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

Student Insurance

The Board of Education shall annually designate a company to offer student accident insurance coverage. The Board does not endorse the plan nor recommend that parents secure the coverage and any contract is between the parent and the company. Each student who participates in athletics, cheerleading, or pompons must have school accident insurance unless the parent(s)/guardian(s) state in writing that the student is covered under a family health insurance plan.

Emergency Closing

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

LEGAL REF.: 105 ILCS 5/10-20.22, 5/10-20.23, 5/10-21.9, and 5/27-26.
 730 ILCS 152/101 et seq.
 41 Ill. Admin. Code § 110.20.
 Illinois Rules and Regulations for Fire Drills in Schools, 5 Ill. Reg. 10676.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:190 (Extracurricular and Co-Curricular Activities), 6:250 (Community Resource Persons and Volunteers), 7:220 (Bus Conduct), 7:300 (Extracurricular Athletics), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED: June 21, 2001