

SECTION 4: OPERATIONAL SERVICES

- 4.001 Fiscal Management Goals
- 4.003 Annual Budget
- 4.004 Budget Adoption Procedures
- 4.005 Types of Funds
- 4.010 Identity Protection
- 4.016 Budget Implementation
- 4.020 Budget Transfer Authority
- 4.025 Fund Balances
- 4.030 Revenues from Tax Sources
- 4.032 Investment of School District Funds
- 4.033 Funding Proposals and Applications
- 4.034 Taxing and Borrowing Authority/Limitations
- 4.035 Community Use of School Facilities
- 4.050 Payroll Procedures
- 4.051 Salary Deductions
- 4.052 Expense Reimbursements
- 4.055 Chief Legal Office Authority
- 4.056 Authority to Pay Outstanding Bills by the Chief Operations Officer/Chief Financial Officer
- 4.060 Purchasing/Purchasing Authority
- 4.061 Petty Cash Accounts
- 4.062 Bidding Requirements
- 4.063 Vendor Relations
- 4.065 Resource Conservation
- 4.070 Material Resources Management
- 4.071 Authorized Use of School-Owned Equipment
- 4.072 Maintenance and Control of Instructional Materials
- 4.073 Disposal of School Properties
- 4.074 Vandalism

4.075	Retirement of Facilities
4.076	Naming Facilities
4.078	Temporary School Facilities
4.080	Fiscal Accounting and Reporting
4.081	Audits
4.083	Inventories
4.090	School Activity Funds
4.092	Cash in School Building
4.100	Insurance Management
4.103	School District Insurance
4.110	Student Transportation Services
4.114	Student Transportation in Private Vehicles
4.115	Mail and Delivery Services
4.120	Food Services Management
4.121	Vending Machines
4.130	Free and Reduced Price Food Services
4.140	Waiver of School Fees
4.141	Student Materials and Activities Fees
4.142	Student Fines and Charges
4.151	Buildings and Grounds Maintenance
4.152	Buildings and Grounds Records and Reports
4.153	Utilities Management
4.155	Facilities Planning
4.156	Enrollment Projections
4.157	Facilities Planning Advisers
4.158	Selection of Architect
4.159	Facilities Capitalization Program
4.160	Facility/Site Development Plans and Specifications
4.161	Educational Facilities Specifications
4.162	Construction Cost Estimates and Determinations

4.163	Site Acquisition Procedure
4.164	Construction Contracts, Bidding, Awards and Payments
4.165	Contractors' Fair Employment Clause
4.166	Contractors' Affidavits and Guarantees
4.167	Construction Project Insurance Program
4.168	Supervision of Construction
4.170	Safety
4.172	Accident Reports
4.175	Buildings and Grounds Security
4.176	Traffic and Parking Controls
4.310	Gate Receipts and Admissions
4.311	School Vocational Sales and Services
4.320	Approval of School Site Exceptions
4.804	Bonded Employees and Officers

FISCAL MANAGEMENT GOALS

The Board of Education recognizes that money and money management comprise the financial support of the whole school program. To make that support as effective as possible, the Board intends:

1. To require advanced planning through the best possible budget procedures.
2. To explore all practical and legal sources of dollar income.
3. To guide the expenditure of funds so as to achieve the greatest educational returns.
4. To require accuracy and maximum efficiency in accounting and reporting procedures.
5. To maintain a balanced budget and/or positive fund balances.

As trustee of community, state, and federal funds allocated for use in local education, the Board of Education has the responsibility to protect the funds and use them wisely.

The Board of Education recognizes the factor of accountability in planning and budgeting expenditures of public funds.

ANNUAL BUDGET

The Board of Education shall delegate to the Chief Executive Officer/Superintendent/designee, through this policy, the responsibility for preparation of the annual budget.

The format of the budget will be in keeping with the rules and regulations of the State Board of Education and the Illinois School Code.

The fiscal year will be set in accordance with the policies and recommendations of the State Board of Education and are presently maintained from July 1 through the following June 30.

The Chief Executive Officer/Superintendent/designee will set such preparation schedules that are deemed necessary to complete the budgetary process as prescribed by local policy and provisions of the Illinois School Code.

The Chief Executive Officer/Superintendent/designee, cognizant of his/her overall responsibility, may delegate the preparation of the budget, or any portion thereof, as he/she deems expedient to the most efficient utilization of his/her administrative staff.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-1

BUDGET ADOPTION PROCEDURES

The Board of Education will adopt the annual budget, subsequent to a public hearing and prior to filing the annual tax levy. Said adoption will be by roll call vote and incorporated into the official minutes of the Board of Education meeting.

The Board of Education recognizes the right of the public to be informed about the budgeting of public tax monies and therefore will make the budget available for public examination at least thirty days prior to the final adoption as set forth in the Illinois School Code.

The Board of Education will hold at least one public hearing on the proposed budget prior to the day of final adoption, so stating the place, date, and hour in a newspaper with general circulation within the School District at least thirty days prior to the date of the hearing.

The Chief Executive Officer/Superintendent/designee shall: (1) post the District's final annual budget, itemized by receipts and expenditures, on the District's official website, and (2) notify parents/guardians of the budget's posting and provide the website's address.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-1

TYPES OF FUNDS

The Board of Education will utilize the funds and procedures for accounting identified in the Illinois Program Accounting Manual for Local Education Agencies.

The Board of Education may establish from time to time various funds, other than those provided for in the Illinois Program Accounting Manual for Local Education Agencies, in order to account for school and student monies.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19 (3); 105 ILCS 5/17-1

IDENTITY PROTECTION

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

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

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

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. Notification to an individual as required by 815 ILCS 530/12 whenever his or her personal information was acquired by an unauthorized person; *personal information* means either:
 - a. An individual's first name or first initial and last name in combination with any one or more of his or her (i) social security number, (ii) driver's license number or State identification card number, (iii) financial account information (with any required security codes or passwords), (iv) medical information, (v) health insurance information, and/or (vi) unique biometric data or other unique physical or digital representation of biometric data, when either the name or the data elements are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or un-

- redact or otherwise read the name or data elements have been acquired through the breach of security; or
- b. An individual's username or email address, in combination with a password or security question and answer that would permit access to an online account, when either the username or email address or password or security question and answer are not encrypted or redacted or are encrypted or redacted but the keys to unencrypt or unredact or otherwise read the data elements have been obtained through the breach of security.
6. Disposal of materials containing personal information in a manner that renders the personal information unreadable, unusable, and undecipherable; *personal information* has the meaning stated in this section.
 7. Notification, within 45 days of the discovery of a security breach, to the Illinois Attorney General:
 - a. If the District suffers a breach of more than 250 Illinois residents; or
 - b. When the District provides notice as stated in this section.
 8. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.

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

LEGAL REF.: 5 ILCS 179/ Identity Protection Act, 815 ILCS 530/12

2013/2018
Amended: 12/17/2018

BUDGET IMPLEMENTATION

The District budget serves as the guide to direct and control expenditures and is the spending plan for the ensuing year.

The Chief Executive Officer/Superintendent/designee is authorized to make commitments and expenditures in accordance with Board policies, budget, and administrative plans approved by the Board, as permitted by law.

The Board of Education will be provided year-to-date budget figures for all funds displaying revenues and expenditures on a monthly basis.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-1

BUDGET TRANSFER AUTHORITY

The Board of Education may make transfers between the various items in the budget of any fund in amounts not exceeding in the aggregate ten percent of the total budget of that fund. The Board of Education may amend the budget by the same procedures that adhere to the original adoption when transfers exceed the ten percent limitations.

The Board of Education may authorize the treasurer to make interfund loans, interfund transfers, and transfers within funds from the Operations and Maintenance Fund, Educational Fund, Transportation Fund, and/or Working Cash Fund in accordance with the Illinois School Code.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-1; 105 ILCS 5/10-22.33, -22.44

FUND BALANCES

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

The District seeks to maintain year-end fund balances no less than 20 Percent of the annual expenditures to operating funds.

CROSS REF.: 4.080 – Fiscal Accounting and Reporting
4.081 – Audits

2015/2018

Amended: 4/6/2015; 12/17/2018

Code: 4.030

REVENUES FROM TAX SOURCES

The Board of Education will provide annually for the preparation and filing of a tax levy indicating the expected revenue needs for the fiscal year, and deposit said monies in the designated funds when received.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17 & 20

1986/1987/1989/1997

INVESTMENT OF SCHOOL DISTRICT FUNDS

Investments

The Chief School Business Official/designee shall invest money that is not required for current operations, in accordance with this policy and State law.

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

Investment Objectives

The objectives for the District's investment activities are:

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

Authorized Investments

The Chief School Business Official/designee may invest District funds in any investment as authorized in 30 ILCS 235/2, and Acts amended thereto.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief School Business Official/designee shall establish a list of authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum

capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board will review and approve the list at least annually.

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

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

Collateral Requirements

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

Safekeeping and Custody Arrangements

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

Controls and Report

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

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

The Board will determine, after receiving the Chief Executive Officer/Superintendent/designee recommendation, which fund is in most need of interest income and the Chief Executive Officer/Superintendent/designee shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and District officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. No District employee having influence on the District's investment decisions shall:

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

LEGAL REF.: Ill. Public Funds Investment Act, 30 ILCS 235/0/01 et seq.; Illinois School Code: 105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11

1999/2004/2010/2015
Amended: 4.6.2015

FUNDING PROPOSALS AND APPLICATIONS

The Board of Education will seek as many sources of revenue as possible to supplement the funds provided through taxation, basic aid offered by the state, and federal funds in order to offer the best educational opportunities possible for students of District U-46.

To ensure coordination and avoid confusion in developing proposals and making application for specially funded programs, the Chief Executive Officer/Superintendent/designee will establish standard procedures for the preparation of proposals and their review. The Chief Executive Officer/Superintendent/designee will submit proposals for special grants for approval by the Board of Education before any action is taken that commits the District budget or deviates from the established District goals.

The Chief Executive Officer/Superintendent/designee is authorized to sign all reports on funded projects.

Code: 4.034

TAXING AND BORROWING AUTHORITY / LIMITATIONS

The school District's taxing authority is established by state law.

The indebtedness of the School District shall be in keeping with the limitations as set forth in the Illinois School Code.

The Board of Education shall borrow money in a manner reflecting sound fiscal planning and in accordance with the provisions of the Illinois School Code.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.14; Articles 17, 18, 19, 19a and 20

1986/1987/1989/1997

COMMUNITY USE OF SCHOOL FACILITIES

The facilities of School District U-46 have been provided by the taxpayers of the District for the primary purpose of maintaining an educational program. However, at times when school facilities are not needed for educational purposes, selected facilities may be made available for use by qualified individuals and organizations for approved uses. Qualified organizations will in general be non-profit and operating for the general benefit of the U-46 community.

Priorities for facilities usage are as follows:

1. All approved school curricular and extra-curricular activities.
2. U-46 related groups such as PTA and PTO, all non-profit activities for U-46 students and staff improvement functions such as university classes for U-46 employees.
3. Local taxing body use (including park district use).
4. Non-profit/charitable groups.
5. All other approved uses.

The administration will develop and maintain procedures to implement this policy, including a schedule for appropriate and necessary fees.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.10, -22.35; 105 ILCS 5/22-21

PAYROLL PROCEDURES

The Board of Education provides that the establishment of payroll procedures will be a function of the District's finance office. The Board further provides that such procedure will be established in compliance with federal, state and local regulations as well as sound business practices.

LEGAL REF.: Illinois School Code: 105/ILCS 5/24-1

SALARY DEDUCTIONS

The Chief Executive Officer/Superintendent/designee will make the required salary deductions for each employee according to federal and state guidelines. Furthermore, upon written authorization from the employee, the Chief Executive Officer/Superintendent/designee will make salary deductions and appropriate remittances for tax-sheltered annuities, not-for-profit organizations, health and dental insurance, organizational dues or any other plans or programs approved by the Board of Education.

In addition, appropriate salary deductions for unfilled contracted responsibilities and obligations by employees or salary adjustments will also be made when they have been properly and clearly determined.

LEGAL REF.: Illinois School Code: 105 ILCS 5/24-21.1, -22.3a, -22.40a

1986/1987/1989/1995/2004/2018

Amended: 12/17/2018

EXPENSE REIMBURSEMENTS

Personnel and District officials who incur expenses in carrying out their authorized duties will be reimbursed pursuant to the District's Travel Guidelines.

Travel expenses incurred by non-staff, who participate in District-related matters with the prior written approval of the Chief Executive Officer/ Superintendent, shall be reimbursed pursuant to the District's Travel Guidelines.

Any District related travel involving any one specific event or conference paid with U-46 funds with a total cost of \$25,000 or more, must be approved by the Board of Education. Prior to Board of Education approval, the Chief Executive Officer shall report to the Board of Education all proposed travel costs associated with a specific event or conference, by following the itemization requirements listed in the District's Travel Guidelines.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.32

1986/1987/1989/1997/2015/2018

Amended: 12/17/2018

CHIEF LEGAL OFFICER'S SETTLEMENT AUTHORITY

The Board of Education authorizes the Chief Legal Officer/designee to settle Workers' Compensation claims for a sum up to and including \$50,000. The Chief Legal Officer/designee shall also have the authority to settle all other legal claims up to \$25,000. The Chief Legal Officer shall report such settlements to the Board on a timely basis.

**AUTHORITY TO PAY OUTSTANDING BILLS BY THE CHIEF
OPERATIONS OFFICER/CHIEF FINANCIAL OFFICER**

The Board of Education delegates to the Chief Operations Officer/Chief Financial Officer the authority to approve any outstanding bills, such as utility bills or bills from contractual obligations, that have previously been approved by the Board of Education, provided that those bills once paid, shall be reported to the Board of Education at a later date for ratification purposes.

Adopted: 12/17/2018

PURCHASING / PURCHASING AUTHORITY

The Board of Education recognizes the advantage of centralized purchasing. The Board authorizes the Chief Executive Officer/Superintendent/designee to purchase and supervise the purchasing of all materials, goods, and supplies for the School District in accordance with budget allocations, state laws and good purchasing practices. The Chief Executive Officer/Superintendent/designee will be responsible for all purchasing pursuant to the practices set forth in the Illinois School Code.

The Board of Education will approve all purchases consistent with budget appropriations. All contracts for supplies, materials or work involving expenditure in excess of \$25,000 shall be made in accordance with the bidding procedures set forth in the School Code unless specifically exempted. Those exemptions are as follows:

1. contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
2. contracts for the printing of finance committee reports and departmental 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 due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;
6. contracts for the maintenance or servicing of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;
7. purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and 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. purchases of equipment previously owned by some entity other than the District itself;
11. contracts for repair, maintenance, remodeling, renovation, or construction, or a single project involving an expenditure not to exceed \$50,000 and not involving a change or increase in the size, type, or extent of an existing facility;
12. contracts for goods or services procured from another governmental agency;

13. contracts for goods or services which 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 or telegraph;
14. where funds are expended in an emergency and such emergency expenditure is approved by 3/4 of the members of the board;
15. State master contracts authorized under Article 28A of this Code [105 ILCS 5/28A-5 et seq.]; and
16. contracts providing for the transportation of pupils with special needs or disabilities, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder or bidders most able to provide safety and comfort for the pupils with special needs or disabilities, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.

All contracts shall be approved or authorized by the Board. The Board, through this policy will delegate the Chief Executive Officer/Superintendent/designee the authority to approve all contracts \$25,000 or less. The Chief Executive Officer/Superintendent/designee under the policy are: 1) the Director of Business Services, 2) Deputy Superintendent of Operations, and 3) any other employee specifically given the authority by the Chief Executive Officer/Superintendent/designee. This authority shall be issued by the Chief Executive Officer/Superintendent in writing.

All contracts and agreements for goods and services that are intended to generate revenue and other remunerations for the District in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, shall be approved by the School Board. The Chief Executive Officer/Superintendent/designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract was distributed. The Chief Executive Officer/Superintendent/designee shall report this information to the Board by completing the necessary forms that must be attached to the District's annual budget.

The Chief Executive Officer/Superintendent/designee shall: (1) execute the reporting and website posting mandates in State law concerning District contracts; (2) monitor the discharge of contracts, contractors' performance, and the quality and value of services or products being provided.

Individual schools have no authority to make purchases unless directed and approved to do so by the Chief Executive Officer/Superintendent/designee.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-9, 105 ILCS 5/10-20.21, 105 ILCS 5/10-22.25a

CROSS REF.: 4.155 – Facilities Planning

1986/1987/1989/1997/2006/2008/2010/2013/2018
Amended: 12/17/2018

PETTY CASH ACCOUNTS

Petty cash funds may be established for schools, central office units, and special programs in such instances as they will expedite the purchase of items and/or provide immediate payment for minor services.

Expenditures against these funds must be itemized and documented with receipts, charged to the applicable budget code, and recorded in accordance with the School District's treasurer's manual.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19

BIDDING REQUIREMENTS

Except as otherwise authorized by law, bids will be received for all purchases when the expenditure is in excess of \$25,000 or \$50,000 for construction projects. The awarding of the bid, after due advertisement, is to the lowest responsible bidder meeting specifications, except contracts which by their nature are not adapted to award by competitive bidding. Where possible, efforts will be made to secure multiple bids.

An advertisement announcing an invitation to bid must be published in a newspaper in the School District at least ten days before the bid opening date. All competitive bids must be sealed by the bidder and must be opened by a member or employee of the School Board at a public bid opening at which the contents of the bids must be announced.

The administration will seek competitive quotations for items costing between \$1,500-\$24,999 and will maintain internal records of competitive quotes.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-9, -20.21

CROSS REF.: 4.164 - Construction, Contracts, Bidding, Awards and Payments

VENDOR RELATIONS

School District U-46 will seek business and bids from all eligible vendors, regardless of race, creed, color, gender, national origin, age or handicap.

If all other considerations are equal, each order will be placed on the basis of quality, price, delivery, and past service.

No person officially connected with or employed by the School District will be an agent for, or have any monetary or beneficial interest in, or receive any compensation or reward of any kind from any vendor for sale of supplies, materials, equipment or services.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-9, -20.21

CROSS REF.: 4.164 - Construction, Contracts, Bidding, Awards and Payments

RESOURCE CONSERVATION

The Chief Executive Officer/Superintendent/designee shall manage a program of energy and resource conservation for the District that includes:

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

LEGAL REF.: Illinois School Code 105 ILCS 5/10-20.19c; 105 ILCS 5/15-7; 105 ILCS 5/10-22.8, -22.13

Adopted: 12/17/2018

MATERIAL RESOURCES MANAGEMENT

The Chief Executive Officer/Superintendent/designee will establish procedures to ensure efficient management practices regarding the purchasing, receiving, storing, and distributing of supplies and equipment to best facilitate the educational program.

The Board of Education will provide for the systematic repair and renovation of all **School** District U-46 equipment, thus keeping it functioning efficiently and in compliance with safety regulations. It will be the duty of all District personnel to use those practices which minimize the need for repair maintenance.

LEGAL REF.: Illinois School Code: 105 ILCS 5/24-17

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

Except when used in connection with the rental of facilities and/or for which a fee will be charged, no school equipment may be used for other than school purposes.

The Board of Education will permit school equipment to be loaned to staff members when such use is directly related to their employment and to students when the equipment is to be used in connection with their studies or extra curricular activities. Proper controls will be established to assure the lender's responsibility for, and return of, all such equipment.

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

All instructional materials and equipment purchased or donated to the school or District are deemed District. Principals will be responsible for all instructional materials assigned to teachers, and for conducting an inventory of all materials at the end of the school year.

Each teacher will keep an accurate record of materials issued to students. When materials are damaged or lost, the student responsible will be required to pay for the damage or the lost materials.

The Chief Executive Officer/Superintendent/designee will establish procedures to ensure the efficient management of instructional materials and equipment. These procedures will provide for the inventory, refurbishment and replacement of materials and equipment.

DISPOSAL OF SCHOOL PROPERTIES

If any District-owned real estate is no longer needed for public school purposes, the Board of Education will dispose of it in the manner prescribed by the Illinois state law.

When properties such as equipment, books and materials become worn out, obsolete, surplus or otherwise unusable in the schools, the Chief Executive Officer/Superintendent/designee may authorize their disposal in a manner to the District's best advantage.

LEGAL REF.: Illinois School Code 105 ILCS 5/10-20.19c; 105 ILCS 5/15-7; 105 ILCS 5/10-22.8, -22.13

1986/1987/1989/1997/2010/2018
Amended: 12/17/2018

VANDALISM

The Board of Education will take necessary measures to protect school facilities, equipment, and other property against vandalism, and, if necessary, will resort to its legal rights to prosecute vandals. Parents of minors who destroy or vandalize any school property will be monetarily responsible for its repair or replacement, as provided for in the Parental Responsibility Law.

LEGAL REF.: 740 ILCS 115/1 et seq.

RETIREMENT OF FACILITIES

A school will be considered for a comprehensive closing study when the school building is deemed to be no longer needed or is inadequate by virtue of age, condition, size of site, or other overriding limitations and cannot reasonably and economically be brought up to the current educational standards.

The closing study will include at least the following:

1. Review of the demographic studies;
2. Age and current physical condition of the building;
3. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions;
4. Reassignment of students;
5. Transportation factors;
6. Alternate uses;
7. Cost/savings for personnel, plant operations, transportation, and capital investment;
8. Continuity of instructional and community programs, and;
9. Impact on community directly served by the school.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.13

NAMING FACILITIES

The Board of Education is responsible for the naming of school facilities and any portions of facilities, such as auditoriums, theaters, gymnasiums, athletic fields, libraries, and classrooms.

The Board of Education will name new facilities or rename current facilities, and may solicit recommendations for its consideration from interested community residents.

Naming New Facilities:

If named after a person, the following guidelines shall govern the naming of facilities:

1. The names of living persons shall not be considered.
2. The nominee must have made a significant contribution to society.
3. The name should lend prestige and status to an institution of learning.
4. The nomination shall be presented in a brief three-paragraph statement which shall contain:
 - a. Biographical data.
 - b. The significant contribution.
 - c. A statement of why a school should be named after the person.
5. The nomination shall be submitted to the Chief Executive Officer/Superintendent/designee and within 30 days of having received the nomination, the Chief Executive Officer/Superintendent/designee shall assign a designee to assist the school Principal in calling a town hall meeting to elicit public comment regarding the nomination.
6. The time and date of the town-hall meeting will be publicized on the U-46 website. The Chief Executive Officer/Superintendent/designee and the Principal of the school shall be present during the town-hall meeting and prepare a summary of all the public comments made at this meeting. The record of the meeting will be held open for 24 hours to allow for any additional written comments. A summary of the public comments shall be forwarded to the Chief Executive Officer/Superintendent/designee for his review.
7. The Board will review the nominations as well as the public comments soon after having received them.

Renaming Existing Facilities

1. A request to consider naming a portion of a school or changing the name of a facility or portion thereof is submitted to the Board.
2. The names of living persons shall not be considered.

3. The nominee must have made a significant contribution to society.
4. The name should lend prestige and status to an institution of learning.
5. The nomination shall be presented in a brief three-paragraph statement which shall contain:
 - a. Biographical data.
 - b. The significant contribution.
 - c. A statement of why a school should be named after the person.
6. If the Board approves a request to consider renaming a facility, or any portion of a facility, the Chief Executive Officer/Superintendent/designee will appoint a committee from the attendance area of that school. The Committee shall consist of the Chief Executive Officer/Superintendent/designee who will serve as the chairperson, the school principal, and a minimum of five other citizens of that school community, at least three of whom shall be District residents who are not employed by the District. Any Committees convened to consider the renaming of a high school shall include a minimum of two high school students from the attendance area.
7. The Committee shall hold a town hall meeting within 30 days of after the Committee's first meeting in order to elicit public comment regarding the nomination.
8. The town-hall meeting's time and date will be publicized at the proposed school where a name change is being recommended, as well as on the U-46 website. The Chief Executive Officer/Superintendent/designee and the Principal of the school shall be present during the town-hall meeting and prepare a summary of all the public comments made at this meeting. The record of the meeting will be held open for 24-hours to allow for any additional written comments.
9. The Committee shall prepare a summary of the public comments for the Board's review.
10. The Board will review the nominations as well as the public comments soon after having received them.
11. Any name change approved by the Board will not take effect until the following school year. In no event shall the Board approve the renaming of a facility that had undergone a name change within the past 10 years.

The Board may at its discretion name portions of a building, such as a library or auditorium, for persons of prominence whether living or dead. Guidelines listed above shall apply in such cases, with the exception of number one.

TEMPORARY SCHOOL FACILITIES

On occasion the Board of Education faces a variety of major problems in the planning and implementation of its building program in addition to the lack of adequate funds to finance its many needed capital improvements. It may be necessary to consider temporary solutions to school housing problems.

Certain temporary measure may include:

1. Utilization of vacant District buildings.
2. Use of mobile units.
3. Rental of non-District owned facilities.

Any classroom or other educational space to be utilized for temporary reasons will be approved by the Board of Education. Such spaces will be in conformity with standards established by the State Board of Education and be in accord with the Illinois School Code.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.11, -22.12

FISCAL ACCOUNTING AND REPORTING

The Chief Executive Officer/Superintendent/designee will provide for and recommend a system of accounts for the School District which complies with the Requirements for Accounting, Budgeting, Financial Reporting, and Auditing, as adopted by the State of Illinois and the Illinois State Board of Education.

To the extent practicable, the Board of Education will receive monthly financial statements showing the financial condition of the School District as of the preceding month. Such statements will reflect revenues received and obligations already paid and funds encumbered. Such other financial records, as may be determined necessary by either the Board of Education or the Chief Executive Officer/Superintendent/designee, will be presented periodically.

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.27, -.28; Articles 17-20

AUDITS

The books and accounts of the School District will be audited by an independent certified public accountant in conformance with prescribed standards and legal requirements. The certified public accountant will be selected by the Board of Education. The audit, when completed, will be presented to the Board for examination. Copies of the audit will be filed with the proper authorities as prescribed by the Illinois School Code and made available for public inspection. When possible a preliminary audit will be presented to the Board of Education prior to the adoption of the budget.

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.28; 105 ILCS 5/3-7; 105 ILCS 5/10-22.45

INVENTORIES

The Chief Executive Officer/Superintendent/designee will supervise the physical inventory of all stock, supplies, and physical items according to the guidelines established by the Illinois State Board of Education and independent auditors.

All major pieces of District equipment will be identified and catalogued. An inventory of such equipment, showing the original cost and identifying numbers, is to be conducted regularly and is subject to public audit.

SCHOOL ACTIVITY FUNDS

Funds collected from various classes, clubs, and other groups will be deposited into one Activity Account at each school. Collection of funds, recordkeeping, and monthly reporting will be in accordance with regulations established by the Illinois State Board of Education, independent auditors and the District's treasurer's manual.

Surplus funds will be invested according to provisions of the Illinois School Code. Interest earned on such investments will remain in the school's Activity Account and be recorded either in its General Fund or in a separate Interest on Investments account.

Purchases and other expenditures will be made only upon proper authorization of sponsors and/or the principal in accordance with rules and regulations of the Board of Education and the Illinois State Board of Education. An expenditure may not be made if it results in a negative balance in a particular account.

Transfers or loans between specific accounts may be made only with the approval of the school principal.

School activity funds may be expended only for purposes which benefit the students of the school. All student activity funds will be subject to the annual District internal audit, with a summary of the transactions from the middle schools and high schools presented quarterly to the Board of Education.

The Chief Executive Officer/Superintendent/designee will maintain rules and regulations to assure consistency of identification and management of student/school activities funds.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19

Code: 4.092

CASH IN SCHOOL BUILDINGS

Money collected for any purpose will be submitted to the school principal/designee, who will provide for its proper deposit and accounting according to procedures established in the District's treasurer's manual. Money will not be left unprotected in any building.

1986/1987/1989/1997

INSURANCE MANAGEMENT

The Board of Education will provide property, casualty, and liability insurance to protect the District and its assets in accordance with Illinois law. Such protection may be provided through the purchase of conventional insurance, through a self-insurance program, by joining an insurance pool, by utilizing defenses and immunities of the Tort Immunity Act or through any combination of the above.

The administration will recommend to the Board the kind and amount of such coverage.

LEGAL REF. Illinois School Code: 105 ILCS 5/10-22.3; 745 ILCS 10/1 et seq.

SCHOOL DISTRICT INSURANCE

In accordance with Illinois School Code, the District, members of the Board of Education, employees, authorized volunteer workers, authorized mentors of certified staff members, and student teachers will be indemnified and protected from damage claims and suits involving civil rights, constitutional rights, death, and bodily injury and property. Any allegations for wrongful acts will apply in the normal scope of employment or in responsibilities under the direction of the Board of Education.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.20, -22.3, -22.34 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.52a (new principal), and 2-3.53b (new Superintendent)

STUDENT TRANSPORTATION SERVICES

The District shall provide free transportation for all Students in the District (1) residing at a distance at one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned school where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or a rail crossing, and adequate public transportation is not available.

A student's parent/guardian may file a petition with the School Board requesting transportation due to the existence of a serious safety hazard. Free transportation services and vehicle adaptation for special education students shall be provided if included within the student's individualized education program. Non-public school students shall be transported in accordance with state law. Homeless students shall be transported in accordance with federal and state law. Foster care students shall be transported in accordance with Section 6312(c)(5)(B) of the Elementary and Secondary Education Act.

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

Bus schedules and routes shall be determined by the Chief Executive Officer/Superintendent or designee and shall be altered only with the Chief Executive Officer/Superintendent or designee's approval and direction. In setting the routes, the pick-up and discharge points should be as safe for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration in accordance with Board Policy 4.114.

Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated only when the bus is actually being used as a school bus and (1) is stopping or stopped for loading or discharging students on a highway outside an urban area, or (2) is bearing one or more students. The Chief Executive Officer/Superintendent and/or designee shall develop and implement procedures in accordance with State law that ensure departmental safety for staff and students that include accepting comment calls about school bus driving. These procedures shall include an annual requirement to provide students with

emergency bus evacuation drills. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers.

Pre-Trip and Post-Trip Vehicle Inspection

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

Special Use of School Buses

School bus services may be used for student field trips and extracurricular activities where such use does not detract from regular school transportation. The cost of field trips will be charged to the school building.

Transportation equipment purchased by the School District is to be used primarily for school purposes. The Board may make available to community groups transportation equipment where such use does not detract from School District purposes. A fee to cover operating costs will be charged to the community group.

LEGAL REF.: 625 ILCS 5/12-816, -821(b), 105 ILCS 5/27-26, 105 ILCS 5/29-3.5

1986/1987/1989/1997/2004/2008/2010/2018
Amended: 12/17/2018

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

The Board of Education recognizes the need for individuals to regularly or occasionally use their own automobiles for school purposes. To safeguard the District, employees, volunteers and students in matters of liability, particularly as this relates to an employee transporting a student or students, the following policy will be observed:

1. Authorization to use a private vehicle for school purposes must be with the knowledge and consent of the Chief Executive Officer/Superintendent/designee.
2. Employees may transport students only for school purposes with prior authorization by the Chief Executive Officer/Superintendent/designee and with prior parent/guardian consent. Employee transportation of students is not encouraged and should only occur under exigent circumstances.
3. For purposes of this paragraph, the school principal shall be the Chief Executive Officer/Superintendent/designee. The Chief Executive Officer/Superintendent/designee may also assign other individuals as needed. Any employee transporting students must have a valid drivers' license and appropriate comprehensive auto insurance. An employee transporting a student in a private vehicle must also abide by the following:
 - a. No more passengers (including the driver) may be transported in the private vehicle than the vehicle was designed to carry;
 - b. Any person requesting to transport students in a private vehicle must receive prior written approval from the principal and the parents or legal guardians of the student being transported. No employee may transport any student without written consent from the principal and parent/legal guardian of the student;
 - c. The principal shall ensure that the driver holds a valid driver's license and liability insurance of \$300,000 for a vehicle manufactured to transport up to six (6) passengers or \$500,000 for a vehicle manufactures to transport more six (6) passengers, and;
 - d. The principal must retain a photocopy of the driver's license and insurance documentation.
4. No student will be sent on school errands outside the school. Furthermore, school personnel are prohibited from sending students on school errands using their own vehicles, an employee's vehicle, or District owned vehicle.
5. The District will assume no responsibility for liability in case of accident unless the employee has the authorization described above.

6. Liability coverage as provided by the District will take effect as needed over and above the individual's personal auto liability coverage.

MAIL AND DELIVERY SERVICES

The interschool mail service has been established to provide a central mailing service for school related purposes and to expedite the distribution of materials and professional communication among schools and staff members.

The recognized collective bargaining units will be permitted to use the service in accordance with the terms of their contracts; however, all mailings initiated by a bargaining unit will carry an identifying indicator.

FOOD SERVICES MANAGEMENT

School District U-46 food service program will operate as an integral part of the total school program and will be governed by the same principles and types of control as any other program. The District's food and nutrition service director will oversee the program and ensure that it complies with this policy and is in alignment with School Board policy on school wellness.

School food services will be operated on a non-profit basis and will comply with all rules and regulations pertaining to health, sanitation, internal accounting procedures, and service of foods. Schools will meet all state and federal requirements necessary for participation in state and federal programs.

Any sale of food and beverages to students from the beginning of the school day to the end of the last lunch period will be under the supervision of the school food service department in accordance with state and federal regulations. The revenue from such sales will be deposited and accrued to the food service revenue budget.

When food service facilities are used by outside agencies, an adequate fee will be charged.

Food service management may be provided by District employees or by private companies after competitive bid.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.26; 105 ILCS 125/9.01 et seq.; 23 Ill. Admin. Code Part 305, School Food Service, Miscellaneous Laws: Community School Lunch Program

VENDING MACHINES

Vending machines may be made available for use by students in schools of the District as long as they are in compliance with State and federal law. Receipts and expenditures must be accounted for in conformance with Illinois State Board of Education rules and regulations. Any profits resulting from vending machines will be used for the benefit of students, staff and community. The installation and use of vending machines will be controlled so that they will not offer competition to the school lunch program.

Vending machines also may be operated by the school in employee lounges for employee use only. The funds derived from such operation will accrue to the appropriate accounts as required by State and District policy and procedures.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20.19

1986/1989/1997/2004/2008

FREE AND REDUCED PRICE FOOD SERVICES

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

At the beginning of each school year, the District shall send written notification to students and their parent(s)/guardian(s) of: (1) eligibility requirements for free and reduced-price food service, (2) its application process, (3) the name and telephone number of a contact person for the program, and (4) other information required by federal law. Parent(s)/guardian(s) enrolling a child for the first time in a District school shall also receive this information.

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services. The Chief Executive Officer/Superintendent/designee shall establish a hearing procedure for such appeals. During the appeal process, Students previously receiving benefits shall not have their benefits terminated. Students who were previously denied benefits shall not receive benefits during the appeal.

The Chief Executive Officer/Superintendent/designee 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.

Students who participate in no cost or reduced cost meals will not be distinguished in any way from students who pay the regular price.

LEGAL REF.: Miscellaneous Laws: Community School Lunch Programs, 105 ILCS 125/ and 126/ et seq.

1986/1987/1989/1997/2004/2010/2018

Amended: 12/17/2018

WAIVER OF SCHOOL FEES

The Board shall waive the school fees of students whose parents/guardians are unable to afford them under this policy. The Chief Executive Officer/Superintendent shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements.

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines with the same limits on household size, that are used for the federal free meals program.

The Chief Executive Officer/Superintendent will give additional consideration, in granting a fee waiver, where one or more of the following factors are present:

1. Illness in the family
2. Unusual expenses caused by a fire, flood, storm damage or other similar incidents
3. Unemployment
4. Other emergency situations

Parents/guardians may apply for a waiver of school fees by completing a fee waiver form.

Parents/guardians will be informed by mail of a denial of fee waiver requests and will have the right of appeal. Within 30 calendar days after the receipt of a waiver request, the Chief Executive Officer/Superintendent/designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

In the event a student is approved for a waiver, only fees for the current school year will be eligible for waiver. The following fees are eligible for waiver:

1. Consumable fees
2. School registration fees
3. Gym Uniform
4. Drivers Education

The following fees are not eligible for waiver (this list is not all inclusive)

1. Lost/damaged books, computers or other school property
2. Optional travel programs
3. Equipment fees
4. Replacement identification cards

5. Cap and gown
6. Parking permits
7. Yearbooks
8. Event tickets
9. Testing fees

All students enrolled in the District will be notified of the waiver policy upon enrollment.

Students whose fees are not paid in full and/or who have an outstanding balance for breakfast or lunch participation may be restricted from participating in the following activities, unless participation is required by law.

1. Athletics – To participate in a sport, an athlete must have all fees (not just athletic fees) paid by the deadline which will be established each season and communicated to families. Athletes who are not in good financial standing after that date will be allowed to continue practice, but will not be allowed to compete or dress for a contest until the outstanding debt is resolved. This policy applies to both middle and high school athletes.
2. Extracurricular Activities – For activities with curricular impact, participation may be restricted dependent on the specific activity or club.
3. Prom/Homecoming – Eligible students wishing to attend any district sponsored dance must have their fees paid two days prior to the event. In addition, any former district student who wishes to attend prom as a guest must have any outstanding fees paid before a guest pass will be issued.
4. Parking Permit – Any student wishing to purchase a parking permit must have all fees from previous school years paid prior to applying for a permit.
5. Graduation Ceremonies – To participate in the graduation ceremony at the high school level, students must have their fees paid two days prior to the event.
6. Official Transcript – Only unofficial transcripts will be issued until all outstanding fees are paid.

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.96; 105 ILCS 5/10-20.13 (23 Ill. Admin. Code § 1.245(c)(3))

1990/1992/1997/2004/2008/2010/2018
Amended: 12/17/2018

Code: 4.141

STUDENT MATERIALS AND ACTIVITIES FEES

Reasonable and appropriate fees will be charged and a schedule describing such fees will be submitted annually by the Chief Executive Officer/Superintendent/designee to the Board of Education for approval.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.25

1986/1987/1989/1997/2004/2018
Amended: 12/17/2018

STUDENT FINES AND CHARGES

The Board of Education authorizes the Chief Executive Officer/Superintendent/designee to assess fines and charges that are proper and reasonable for the purchase, use, loss, or damage of educational materials and equipment. The Board of Education authorizes the Chief Executive Officer/Superintendent/designee to establish procedures for collections of delinquent fees and fines.

BUILDINGS AND GROUNDS MAINTENANCE

The Board of Education recognizes that a proper physical environment enhances the education of students, and will provide for efficiently maintaining all District buildings through a program of preventive maintenance which adheres to the standards set forth in the State Health/Life Safety Code.

The Board will provide for maintaining District grounds for the educational and recreational programs of the students. Maintenance of buildings and grounds may be provided by District employees and equipment or by private companies after competitive bid.

The Board will provide for the regular repair and improvement of District buildings to preserve the health and safety of students and employees. The Board will also receive and review the reports of architects and engineers and approve priorities from recommendations set forth in the reports.

The Chief Executive Officer/Superintendent/designee shall develop procedures for managing and maintaining District facilities and grounds. Before pesticides are used on District premises, the Chief Executive Officer/Superintendent/ designee shall notify employees and parents/guardians of students as required by Structural Pest Control Act, and the Lawn Care Products Application and Notice Act.

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

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.12, 16-7, 10-20.17, 10-22.7, 105 ILCS 140, 225 ILCS 235, 415 ILCS 65

BUILDINGS AND GROUNDS RECORDS AND REPORTS

The Board of Education will maintain records showing progress toward compliance of the recommendations made by the Illinois State Board of Education regarding building specifications for health and safety in public schools. The Chief Executive Officer/Superintendent/designee will record a cost item analysis of the maintenance of all District buildings.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-2.11

UTILITIES MANAGEMENT

The Board of Education believes that measures should be taken to conserve resources.

The Board of Education directs the administration, supported by the school staff, to implement all operating procedures to efficiently use and monitor energy and water consumption.

LEGAL REF.: Illinois School Code: 105 ILCS 5/17-2.11

1986/1987/1989/1997

FACILITIES PLANNING

The Board of Education will maintain long-range planning regarding school facilities.

The Chief Executive Officer/Superintendent/designee will review the status of existing District facilities, both owned and leased, on a regular and systematic basis.

The Board of Education will plan for the appropriate construction of additional facilities or closure of existing facilities within the guidelines of the Illinois School Code and state law.

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.12, 10-22.36

ENROLLMENT PROJECTIONS

Enrollment projections will be prepared on a five-year basis under the direction of the Chief Executive Officer/Superintendent/designee and will be reviewed and updated annually. The projections will take into consideration the following:

1. Figures from the latest school census.
2. School registration figures.
3. Forthcoming changes in planning and zoning.
4. Current and planned community land development and housing projects.

FACILITIES PLANNING ADVISERS

The Board will provide for parent, community and staff participation in the long-range planning of the District's educational facilities.

The Board may engage persons qualified by experience and academic preparation to provide consultation services and the planning of educational facilities. This may include consultants, architects, attorneys and engineers.

In areas of common need or mutual interest the Board of Education may seek cooperative involvements with local, state, and federal government.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.7

SELECTION OF ARCHITECT

The Board of Education will determine the procedural requirements in the selection of an architect in compliance with State law.

LEGAL REF.: 30 ILCS 535/1 et seq.

FACILITIES CAPITALIZATION PROGRAM

Financing for building and/or repairing school facilities, and for purchasing and/or improving school sites, will conform to the provisions established by the Illinois School Code and the Illinois State Board of Education.

When appropriate, the Board of Education will submit to the voters of the District at a regular or special election duly called and held for such purpose in the District a proposition to issue bonds.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.14; Articles 17 and 19

FACILITY / SITE DEVELOPMENT PLANS AND SPECIFICATIONS

In formulating the plans and specifications for new schools and sites within the District, the Board of Education has established that:

1. Elementary schools essentially should accommodate 600-800 students.
2. Middle schools essentially should accommodate 1,100 students.
3. High schools essentially should accommodate 2,500 students.

All plans and specifications will be approved by the Board of Education.

The Chief Executive Officer/Superintendent/designee will research, interpret, and project costs related to future needs in sites and facilities.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.35A, -22.36, -23.3; 105 ILCS 5/16-7

EDUCATIONAL FACILITIES SPECIFICATIONS

To ensure that all new and remodeled facilities are designed to best implement the educational program, the Chief Executive Officer/Superintendent/designee will provide for the development of detailed educational specifications regarding design and construction of new buildings. Staff members, students, and community representatives may be invited to assist the Board and the Chief Executive Officer/Superintendent/designee in preparing educational specifications. Educational specifications are detailed descriptions of:

1. Activities that will take place in the building;
2. Curriculum to be housed in the building;
3. Architectural characteristics desired;
4. Facilities needed, their equipment requirements and their space relationship to other facility elements; and,
5. Budget and other governing factors.

Consultants may be used in the development of educational specifications when deemed necessary by the Chief Executive Officer/Superintendent/designee with the permission of the Board of Education.

CONSTRUCTION COST ESTIMATES AND DETERMINATIONS

Preliminary cost estimates will be developed for any major construction project. These estimates will be used for planning and budget purposes.

Final cost estimates will be provided to the Board of Education at the time approval for any major project is to be rendered.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-9, -20.21

SITE ACQUISITION PROCEDURE

The Board of Education will consider and approve the acquisition of all sites for school use. Such action will be within statutory and legal guidelines. Negotiation of price will be subject to the approval of the Board of Education. Condemnation of property may be approved if the needs of the District require such action.

LEGAL REF.: Illinois School Code: 105 ILCS 5/16-6; 105 ILCS 10-22.35A, -23.6; 105 ILCS 5/22-16

CONSTRUCTION CONTRACTS, BIDDING,
AWARDS AND PAYMENTS

An advertisement announcing an invitation to bid must be published in a newspaper in the school District at least ten days before the bid opening date. All construction bids must be sealed by the bidder and must be opened by a member or employee of the School Board at a public bid opening at which the contents of the bids must be announced.

The acceptable bid will be awarded to the lowest responsible bidder meeting specifications. The Board of Education reserves the right to reject or accept any or all bids. The bid will be awarded at a meeting of the Board of Education.

Each contract between the Board of Education and any contractor will define the payment procedure regarding the respective project. Final payments on District contracts will be approved by the Board of Education when all aspects of the contract are completed and a recommendation is made by the Chief Executive Officer/Superintendent/designee to the Board of Education.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-9, -20.21

CROSS REF.: 4.062 - Bidding Requirements

CONTRACTORS' FAIR EMPLOYMENT CLAUSE

Contractors and sub-contractors will not discriminate against any employee or applicant for employment who may be employed in the performance of a contract because of race, color, creed, national origin, age, disability or gender, except where based on a bona-fide occupational qualification. Breach of this covenant may be regarded as a material breach of the contract. Non-compliance of this policy could result in contract or order cancellations.

CONTRACTORS' AFFIDAVITS AND GUARANTEES

Contractors approved by the Board of Education will be required to provide evidence of surety bonds.

Code: 4.167

CONSTRUCTION PROJECT INSURANCE PROGRAM

Builders' risk and liability coverage will be required on all major construction projects in amounts commensurate with the cost of the individual contracts. Provisions for such coverage will be included in the contract.

LEGAL REF.: Illinois School Code: 105 ILCS 20.20

1986/1987/1989

SUPERVISION OF CONSTRUCTION

The Chief Executive Officer/Superintendent/designee will be responsible for the direction and delegation of administrative responsibilities with respect to supervision of construction projects.

Architects retained by the Board of Education will assume general supervisory responsibility on District construction projects. Specific provisions defining this responsibility will be contained in the contract between the District and the architect. Contractors on District projects will assume general supervisory responsibilities and are subject to the direction of the architect and the District.

Field checks on projects under construction will be defined as to their number, frequency, and scope in any agreement or contract between the Board of Education and the contractor.

SAFETY

Safety Plan

Safe buildings, grounds, and equipment will be maintained in order to prevent accidents or injury to students, employees, and other citizens.

The Chief Executive Officer/Superintendent/designee shall develop and implement a comprehensive safety and crisis plan. The comprehensive safety and crisis plan shall specifically include provisions for the following:

- injury prevention;
- bomb threats, weapons, and explosives on campus;
- school safety drill program;
- tornado protection;
- instruction in state bus riding practices;
- emergency aid;
- emergency operations and crisis response plan addressing prevention, preparation, response and recovery for each school;
- responding to medical emergencies at an indoor and outdoor physical fitness facility, and;
- clear provisions for communication and coordinated efforts with and between relevant internal departments and external agencies.

There shall be at least the following full participation exit drills in each school building during the regular school term.

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

The Chief Executive Officer/Superintendent/designee must conduct a law enforcement drill during the academic year. The law enforcement drill must be conducted according to the District's comprehensive safety and crisis plan and it may be conducted on days and times that students are not present in the building.

The Chief Executive Officer/Superintendent/designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the Illinois Department of Public Health. Implementation of the Act shall be directed toward improving the safety of movable soccer goals by requiring that they be properly anchored.

Medical Emergency Plan

The Chief Executive Officer/Superintendent/designee shall cause to be filed with the Illinois Department of Public Health a medical emergency plan which complies with the regulation set forth by the Department.

Automated External Defibrillators

Pursuant to the Physical Fitness Facility Medical Emergency Preparedness Act, the Automated External Defibrillator Act, and other applicable regulations, the District shall install and maintain automated external defibrillators (AEDs) on the premises of its indoor physical fitness facilities pursuant to the timeline and other requirements set forth in the Acts. Each facility must ensure that there is a trained AED user on staff. Each facility must ensure that every AED on the premises is properly tested and maintained.

Child Sex Offender and Notification Laws

The Chief Executive Officer/Superintendent/designee shall develop procedures for the use of information received from law enforcement officials under the Child Sex Offender and Child Murderer and Violent Offender Against Youth Community Notification Law. For purposes of this law, the Chief Executive Officer/Superintendent/designee shall serve as the District contact person for law enforcement officials. The Chief Executive Officer/Superintendent/designee and building principal shall manage a process for schools to notify the parents/guardians during school registration or parent teacher conferences that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law.

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the building principal of his/her presence at the school for the purpose of: i) attending a conference with school personnel to discuss the progress of his/her child academically or socially, ii) participating in child review conferences in which evaluation services, or iii) attending conferences to discuss other student issues concerning his/her child such as retention and promotion, or;
2. The offender received permission to be present from the Board, Chief Executive Officer/Superintendent/designee. If permission is granted, the Chief Executive Officer/Superintendent or Board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the Chief Executive Officer/Superintendent/designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

Contractors providing service to the District shall not send any employee or agent to any school building or school property who would be prohibited from being employed by the District due to

a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

Contractors shall provide the District with the name and address of each employee who will perform work on school property, and require, if requested, that the employee submit to a criminal background investigation.

Student Sex Offenders

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

Unsafe School Choice Option

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

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

The Chief Executive Officer/Superintendent/designee shall develop procedures to implement the unsafe school choice option.

Emergency Closing

The Chief Executive Officer/Superintendent/designee 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.

Safety inspections of all District facilities will be conducted periodically by qualified District personnel and inspectors from insurance companies and the Regional Office of Education to determine compliance with the Health and Life Safety Code.

LEGAL REF.: Illinois School Code: 105 ILCS 5/2-3.12, P.A. 93-0910; 105 ILCS 128/20 (c); 5/10-21.9; 5/10-21.3a; 730 ILCS 152/121

1986/1987/1989/1997/2004/2006/2013/2018

Amended: 12/17/2018

ACCIDENT REPORTS

Written reports must be prepared on all accidents occurring on school premises or at a school-sponsored activity and submitted to the Chief Executive Officer/Superintendent/designee. Reports must cover property damage as well as personal injury.

BUILDINGS AND GROUNDS SECURITY

School buildings constitute one of the greatest investments of the community. In the interest of preserving the safety and welfare of students and to protect this investment to the extent possible the security of all buildings and grounds will be maintained through detailed procedures designed by School District administrators. Such procedures will conform with the Illinois School Code.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-20, 17-2.11

TRAFFIC AND PARKING CONTROLS

Driving and parking on school property are privileges granted by the School Board to persons who have reasons to be in the schools or on school property.

Traffic and parking regulations will be established to conform with the local ordinances of the municipalities and unincorporated areas within the School District, and by the appropriate school officials for individual buildings in such a manner as to ensure the safety of all persons.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-22.28, -22.42

GATE RECEIPTS AND ADMISSIONS

A proper accounting will be given for admission receipts from school events. The principal is responsible for the collection, supervision and remittance of these funds.

Admission to those school events for which an admission is charged ordinarily will be by tickets or special passes only. Adequate records as specified in the District's treasurer's manual will be maintained for accounting purposes.

The Chief Executive Officer/Superintendent/designee will determine the admission prices for events.

SCHOOL VOCATIONAL SALES AND SERVICES

Any proceeds from the operation of businesses for the sole purpose of providing training for students in vocational education programs will be applied towards the costs of establishing and maintaining those businesses. Should the proceeds exceed such costs the excess will be directed toward expanding business-operation training in vocational education programs. The Board of Education may appropriate or borrow funds for the purchase of real estate for vocational training of pupils.

All proceeds from the sale of goods or services will be deposited in the appropriate school or District-wide fund.

LEGAL REF.: Illinois School Code: 105 ILCS 5/10-23.3, -23.3a

APPROVAL OF SCHOOL SITE EXCEPTIONS

The Board of Education shall delegate the approval of School Site Exceptions to the Chief Executive Officer/Superintendent/designee.

The Chief Executive Officer/Superintendent/designee shall develop a process for the approval of School Site Exceptions in compliance with the Agreement between District U-46 and the Elgin Teachers Association.

CONTRACT REF.: The Elgin Agreement

2015

Adopted: 4.6.15

BONDED EMPLOYEES AND OFFICERS

In accordance with the Illinois School Code and the laws of the State of Illinois, the Board of Education will bond the School District treasurer in a sufficient fidelity. A faithful performance blanket bond or employee dishonesty insurance policy will be maintained to cover employees who handle money in the course of the operation of the School District, e.g., cafeteria cashiers, school treasurers, central office personnel, staff members, etc.

LEGAL REF.: Illinois School Code: 105 ILCS 5/3-8; 105 ILCS 5/8-2