

CHAPTER 4

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Fiscal and Business Management

The Superintendent is responsible for the School District's fiscal and business management. This responsibility includes annually preparing and presenting the District's statement of affairs to the School Board 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 using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems. Each person using the District's electronic network shall complete an "Authorization for Electronic Network Access."

Budget Planning

The District's fiscal year is from July 1 until June 30. The Superintendent shall present to the Board, 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." To the extent possible, the tentative budget shall be balanced as defined by the State Board of Education guidelines. The Superintendent shall complete a tentative deficit reduction plan if one is required by the State Board of Education guidelines.

Preliminary Adoption Procedures

After receiving the Superintendent's proposed budget, the Board sets the date, place, and time for:

1. A public hearing on the proposed budget, and
2. The proposed budget to be available to the public for inspection.

The Board Secretary shall arrange 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.

Final Adoption Procedures

The Board adopts a budget before the end of the first quarter of each fiscal year, September 30, or by such alternative procedure as State law may define. To the extent possible, the budget shall be balanced as defined by the State Board of Education; if not balanced, the Board will adopt a deficit reduction plan to balance the District's budget within 3 years according to State Board of Education requirements.

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

The Superintendent or designee shall perform each of the following:

1. Post the District's final annual budget, itemized by receipts and expenditures, on the District's Internet website; notify parents/guardians that it is posted and provide the website's address.
2. File 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, with the County Clerk within 30 days of the budget's adoption.
3. Make all preparations necessary for the Board to timely file its Certificate of Tax Levy, including preparations to comply with the Truth in Taxation Act; file the Certificate of Tax Levy with the County Clerk on or before the last Tuesday in December. The Certificate lists the amount of property tax money to be provided for the various funds in the budget.
4. Submit the annual budget, a deficit reduction plan if one is required by State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

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 may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Superintendent or designee shall implement the District's budget and provide the Board with a monthly financial report that includes all deficit fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Board.

The Board shall act on all interfund loans, interfund transfers, transfers within funds, and transfers from the working cash fund or abatements of it, if one exists.

LEGAL REF.: 35 ILCS 200/18-55 et seq.
105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and
5/20-10.
23 Ill.Admin.Code Part 100.

CROSS REF.: 4:40 (Incurring Debt), 6:235 (Access to Electronic Networks)

ADMIN. PROC.: 6:235-E2 (Exhibit - Authorization for Electronic Network Access)

Date Established: _____

Date Revised: 1/20/2015

Identity Protection

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

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

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

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

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

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

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

Date Established: _____

Date Revised: 5/14/2013

Administrative Procedure - Protecting the Privacy of Social Security Numbers

Actor	Action
<p>Superintendent and business manager, and their designees</p>	<p>Identify the approved purposes for collecting SSNs, including:</p> <ol style="list-style-type: none"> 1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare. 2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans' programs. 3. Filing insurance claims. 4. Internal verification or administrative purposes. 5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5ILCS 179/10(c): <ol style="list-style-type: none"> a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities; b. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act. <p>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b).</p> <p>Inform all employees of the District's efforts to protect the privacy of SSNs. See Exhibit 4:15-E1, <i>Letter to Employees Regarding Protecting the Privacy of Social Security Numbers</i>. While State law does not specifically require this step, the law contains mandates applicable to all employees that they need to know. Moreover, this letter provides an opportunity to increase awareness of the confidential nature of SSNs.</p> <p>Maintain a written list of each staff position that allows or requires access to SSNs.</p> <p>The existence of a written list, even though not required, is important for recordkeeping and accountability purposes.</p> <p>Require that employees who have access to SSNs in the course of performing their duties be trained to protect the confidentiality of SSNs. 5 ILCS 179/35(a)(2).</p> <p>Direct that only employees who are required to use or handle information or documents that contain SSNs have access to such information or documents. 5 ILCS 179/35(a)(3).</p> <p>Require that SSNs requested from an individual be provided in a manner that makes the SSN easily redacted if the record is otherwise required to be released as part of a public records request. 5 ILCS 179/35(a)(4).</p> <p>Require that, when collecting a SSN or upon request a <i>statement of the purpose(s)</i> for which the District is collecting and using the SSN be provided. 5 ILCS 179/35(a)(5). See Exhibit 4:15-E2, <i>Letter to Employees Regarding Protecting the Privacy of Social Security Numbers</i>.</p> <p>Enforce the requirements in Board policy 4:15, <i>Identity Protection</i>, and this procedure.</p>

Actor	Action
Records Custodian and Head of Information Technology (IT)	<p>Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:</p> <ol style="list-style-type: none"> 1. The display of SSNs on computer terminals, screens, and reports; 2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database; 3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and 4. Alternate mechanisms for integrating data other than the use of SSNs.
Staff Development Head	<p>Design and execute a training program on protecting the confidentiality of SSNs for employees who have access to SSNs in the course of performing their duties.</p> <p>The training should include instructions on the proper handling of information that contains SSNs from the time of collection through the destruction of the information. 5 ILCS 179/35(a)(2).</p>
Assistant Superintendents, Directors, Building Principals, and/or Department Heads	<p>Require each staff member whose position allows or requires access to SSNs to attend training on protecting the confidentiality of SSNs.</p> <p>Instruct staff members whose position allows or requires access to SSNs to:</p> <ol style="list-style-type: none"> 1. Treat SSNs as confidential information. 2. Never publically post or display SSNs or require any individual to verbally disclose his or her SSN. 3. Dispose of documents containing SSNs in a secure fashion, such as, by shredding paper documents and by deleting electronic documents as instructed by the IT Department. 4. Use SSNs as needed during the execution of their job duties and in accordance with the training and instructions that they received. <p>Instruct staff members whose position does <u>not</u> require access to SSNs to notify a supervisor and/or the IT Department whenever a SSN is found in a document or other material, whether in paper or electronic form.</p>
Freedom of Information Officer	<p>Redact every SSN before allowing public inspection or copying of records responsive to a FOIA request. 5 ILCS 179/15.</p>
Employees	<p>Do not collect, use, or disclose another individual's SSN unless directed to do so by an administrator.</p> <p>If the employee is in a position that requires access to SSNs: Treat SSNs as confidential information and follow the instructions learned during training.</p> <p>If the employee is <u>not</u> in a position that requires access to SSNs: Notify his or her supervisor and/or the IT Department whenever the employee comes across a document or other material, whether in paper or electronic form, that contains a SSN.</p>

Exhibit - Letter to Employees Regarding Protecting the Privacy of Social Security Numbers

On District Letterhead

Date

Re: Protecting the Privacy of Social Security Numbers (SSNs)

The Illinois Identity Protection Act, 5 ILCS 179/, contains requirements applicable to school districts and their employees. This letter's purpose is to help you understand the protections and requirements of this law.

In implementing this law and the Board's policy, I am seeking to:

1. Increase the awareness of the confidential nature of the SSN and the risk of identity theft related to unauthorized disclosure;
2. Have every employee understand that he or she is prohibited from collecting, displaying, or using another individual's SSN unless authorized by a member of the District administrative staff; and
3. Ensure the use of consistent protocol regarding SSNs throughout the District.

I have copied below sections of the Identity Protection Act that must be followed by every school employee. I have also attached the School Board's policy 4:15, *Identity Protection*. Please carefully read these documents. You will be contacted if you are scheduled to receive training on the protocol for collecting, using, maintaining, and disclosing SSNs.

An employee who has substantially breached the confidentiality of social security numbers may be subject to disciplinary action or sanctions up to and including dismissal, in accordance with District policy and procedures.

Sincerely,

Superintendent

Attachment #1: Relevant Sections from the Identity Protection Act, 5 ILCS 179/

Section 10. Prohibited Activities.

- (a) Beginning July 1, 2010, no person or State or local government agency may do any of the following:
 - (1) Publicly post or publicly display in any manner an individual's social security number.
 - (2) Print an individual's social security number on any card required for the individual to access products or services provided by the person or entity.
 - (3) Require an individual to transmit his or her social security number over the Internet, unless the connection is secure or the social security number is encrypted.
 - (4) Print an individual's social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless State or federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision in this Section to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under this Section may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope or be visible on an envelope without the envelope having been opened.
- (b) Except as otherwise provided in this Act, beginning July 1, 2010, no person or State or local government agency may do any of the following:

- (1) Collect, use, or disclose a social security number from an individual, unless (i) required to do so under State or federal law, rules, or regulations, or the collection, use, or disclosure of the social security number is otherwise necessary for the performance of that agency's duties and responsibilities; (ii) the need and purpose for the social security number is documented before collection of the social security number; and (iii) the social security number collected is relevant to the documented need and purpose.
 - (2) Require an individual to use his or her social security number to access an Internet website.
 - (3) Use the social security number for any purpose other than the purpose for which it was collected.
- (c) The prohibitions in subsection (b) do not apply in the following circumstances:
- (1) The disclosure of social security numbers to agents, employees, contractors, or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors, or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under this Act on a governmental entity to protect an individual's social security number will be achieved.
 - (2) The disclosure of social security numbers pursuant to a court order, warrant, or subpoena.
 - (3) The collection, use, or disclosure of social security numbers in order to ensure the safety of: State and local government employees; persons committed to correctional facilities, local jails, and other law-enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
 - (4) The collection, use, or disclosure of social security numbers for internal verification or administrative purposes.
 - (5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt or to a governmental agency to assist with an investigation or the prevention of fraud.
 - (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.
- (d) If any State or local government agency has adopted standards for the collection, use, or disclosure of social security numbers that are stricter than the standards under this Act with respect to the protection of those social security numbers, then, in the event of any conflict with the provisions of this Act, the stricter standards adopted by the State or local government agency shall control.

Section 15. Public inspection and copying of documents.

Notwithstanding any other provision of this Act to the contrary, a person or State or local government agency must comply with the provisions of any other State law with respect to allowing the public inspection and copying of information or documents containing all or any portion of an individual's social security number. A person or State or local government agency must redact social security numbers from the information or documents before allowing the public inspection or copying of the information or documents.

Section 20. Applicability.

- (a) This Act does not apply to the collection, use, or disclosure of a social security number as required by State or federal law, rule, or regulation.
- (b) This Act does not apply to documents that are recorded with a county recorder or required to be open to the public under any State or federal law, rule, or regulation, applicable case law, Supreme Court Rule, or the Constitution of the State of Illinois. Notwithstanding this Section, county recorders must comply with Section 35 of this Act.

Section 25. Compliance with federal law.

If a federal law takes effect requiring any federal agency to establish a national unique patient health identifier program, any State or local government agency that complies with the federal law shall be deemed to be in compliance with this Act.

Section 30. Embedded social security numbers.

Beginning December 31, 2009, no person or State or local government agency may encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of removing the social security number as required by this Act.

Section 45. Violation.

Any person who intentionally violates the prohibitions in Section 10 of this Act is guilty of a Class B misdemeanor.

Exhibit - Statement of Purpose for Collecting Social Security Numbers

This Statement of Purpose is being given to you because you have been asked by the School District to provide your social security number (SSN) or because you requested a copy of this Statement.

You are being asked for your SSN for one or more of the following reasons:

- Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
- Verifying enrollment in various benefit programs, e.g., medical or disability insurance and veterans' programs.
- Filing insurance claims.
- Internal verification or administrative purposes.
- Other: _____

In addition, State law authorizes and/or requires the District to use or disclose your SSN in specified circumstances including, without limitation, in the following circumstances:

1. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
2. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and
3. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact Mr. Mike Schiffman at the District Office at 815-449-2832.

Exhibit - Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers

The School District treats social security numbers (SSNs) confidentially. It uses SSNs for one or more of the following reasons:

1. Employment matters, e.g., income reporting to IRS and the IL Department of Revenue, tax withholding, FICA, or Medicare.
2. Verifying enrollment in various benefit programs, e.g., medical or disability insurance and veterans' programs.
3. Filing insurance claims.
4. Internal verification or administrative purposes.

In addition, State law authorizes and/or requires the District to use or disclose SSNs in specified circumstances including, without limitation, in the following circumstances:

4. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities;
5. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and
6. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act.

If you have questions or concerns, please contact Mr. Mike Schiffman at the District Office at 815-449-2832.

Transfer of Funds

Inter-fund loans and transfers within funds shall be made only with School Board approval.

LEGAL REF.: 105 ILCS 5/10-22.33, 5/17-1, 5/17-2a, 5/20-5, AND 5/20-8.

CROSS REF.: 4:30

Revenue and Investments

Revenue

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

Investments

The Superintendent shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

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

Investment Objectives

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

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

Authorized Investments

The Chief Investment Officer may invest District funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.
 - The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (ii) the federal home loan banks and the federal home loan mortgage corporation, and (iii) any other agency created by Act of Congress.
3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and that mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the District's funds may be invested in short term obligations of corporations.

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5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
 6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
 7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the District or its governing authority.
 8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
 9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The District may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
 10. The Illinois School District Liquid Asset Fund Plus.
 11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the District, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.
 - Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the District may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the District unless the instrument and the transaction meet all of the following requirements:
 - a. The securities, unless registered or inscribed in the name of the District, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the District in connection with repurchase agreements involving the investment of funds by the District. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.

- c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the District on the records of the custodial bank and the transaction must be confirmed in writing to the District by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The District enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the District and confirm the transaction in writing to the District. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the District; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the District's claims to rights to those securities.
 - j. The obligations purchased by the District may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the District for any monetary loss suffered by the District due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

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

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

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

The District may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The District may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;

2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of District deposits might have on the financial institution;
4. The financial impact to the District as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the District's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

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

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the District's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board 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 Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a 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 Superintendent's recommendation, which fund is in most need of interest income and the Superintendent 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. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No District employee having influence on the District's investment decisions shall:

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

LEGAL REF.: 30 ILCS 235/
105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80
(Accounting and Audits)

Date Established: _____

Date Revised: 5/13/2014

Incurring Debt

The Superintendent shall provide early notice to the School Board of the District's need to borrow money. The Superintendent or a designee shall prepare all documents and notices necessary for the School Board, 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.

Insufficient Fund Checks and Debt Recovery

Insufficient Fund Checks

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

Delinquent Debt Recovery

The Superintendent is authorized to seek collection of delinquent debt owed the District to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the District and the IOC must be in existence. The IGA establishes the terms under which the District may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the District, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Superintendent or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Superintendent or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.: 15 ILCS 405/10.05 and 10.05d.
810 ILCS 5/3-806.

Date Est.: _____

Date Revised: June 23, 2015

Administrative Procedure - Insufficient Fund Checks

The following will occur whenever any individual writes a check to the District that is not honored upon presentation to the respective bank or other depository institution for any reason:

1. The Superintendent or designee will contact the individual by telephone as soon as the check is returned to the District. The individual will be asked to pay the returned check and the \$25.00 returned check fee.
2. If the amount due is not paid after initial contact, the Superintendent or designee will send a letter by certified mail, return receipt requested, demanding payment within 30 days of mailing the letter, and shall include notice of liability for the costs and expenses. A written demand is necessary to become eligible for any costs and expenses in excess of the \$25.00 collection fee (810 ILCS 5/3-806).
3. If the amount due is not paid within 30 days of mailing the demand letter, the Superintendent or designee will contact the Board Attorney for further collection action.

Date Established: _____

Date Revised: 10/21/2014

Administrative Procedure - Local Debt Recovery Program Implementation Procedures

The following procedure implements the **Delinquent Debt Recovery** section in policy 4:45, *Insufficient Fund Checks and Debt Recovery*. The Superintendent must ensure that individuals or entities owing money to the District receive notice and due process before the debt is certified to the Illinois Office of the Comptroller (IOC) for an offset. The District cannot use the services of the IOC without first entering into an Intergovernmental Agreement (IGA) with it.

Implementing a uniform District-wide delinquent debt recovery process requires consultation with the Board Attorney. Making determinations about which delinquent debts to recover through the IOC’s Local Debt Recovery Program has not been litigated and raises many complex legal and practical issues.

Modify this procedure based upon the District’s specific implementation needs. It relies heavily upon Building Principals to (1) be uniformly trained and (2) train their building-level staff members who are responsible for collecting money owed to the school and/or the District.

Actor	Action
Superintendent	<p>Establishes a District-wide Delinquent Debt Recovery Committee to operate as a Superintendent committee. Considers including the following individuals on the Committee:</p> <ol style="list-style-type: none"> 1. District’s School Business Official(s) and District Bookkeeper, 2. Building Principals (Building Principals are mandatory for the successful implementation of notice and due process), and 3. Building-level staff members responsible for managing bills, collection and recording of payments, and fee waiver processing. <p>Consults the Board Attorney about implementing a District-wide process for delinquent debt recovery with the goal of entering into an IGA with, and once entered into, certifying unsatisfied debts to the IOC for offset. Issues to address include, but are not limited to:</p> <ol style="list-style-type: none"> 1. Aligning the delinquent debt recovery process to the District’s policy 4:140, <i>Waiver of Student Fees</i>. Note: The relevant staff must check the adopted board policy to ensure that this procedure and the student fee waiver policy, procedures and applications for fees are aligned. See f/n 1 of 4:140-AP, <i>Fines, Fees, and Charges - Waiver of Student Fees</i>. 2. Uniform training for Building Principals about the District’s procedures for the recovery of delinquent debt. <p>Ensures uniform District-wide training with the Board Attorney for the Delinquent Debt Recovery Committee about the requirements of the IOC’s debt recovery program.</p> <p>Informs Building Principals when delinquent debt should be referred to the District’s Business Office for recovery through the IOC. This includes training about types of debt: student, parent, vendor, etc., along with training about how to determine whether a particular delinquent debt should be pursued and ultimately recovered through the IOC. Note: These determinations may trigger the Constitution’s Equal Protection Clause. As a general rule, school officials can avoid constitutional problems and still recover delinquent debt by using uniform rules that do</p>

	<p>not discriminate against a specific group.</p> <p>Documents training for Building Principals about implementing District-wide delinquent debt recovery procedures.</p>
School Business Official or designee	<p>Manages the process to seek offset from the IOC pursuant to the IGA and District-wide delinquent debt recovery processes.</p>
Building Principal	<p>Requests permission from the Superintendent to consult the Board Attorney about implementing building-specific procedures that align with both (a) the District's IGA with the IOC, and (b) policy 4:140, <i>Waiver of Student Fees</i>.</p> <p>Informs individuals or entities owing money to the District that their payments are overdue and need to be paid.</p> <p>Follows the District's procedures and training for the recovery of delinquent debt.</p> <p>Ensures uniform training about the District's procedures for the collection of debt for building-level staff members who manage bills, collection and recording of payments, and fee waiver processes.</p> <p>Documents training(s) about implementing District-wide delinquent debt recovery procedures for building-level staff who manage collection of debt owed to the District.</p> <p>Upon determining further recovery action is necessary, refers delinquent debt to the District's Business Office.</p>

Date Established: _____

Date Revised: 1/20/2015

Exhibit - Cover Page Documenting the Process to Seek Offset from the Illinois Office of the Comptroller (IOC)

This cover page documents the steps the District must take before recovering a delinquent debt through an offset (deduction) of a future payment the State makes to an individual responsible for the delinquent debt. An Intergovernmental Agreement (IGA) between the IOC and the District must be in place before the District may seek an offset to satisfy a delinquent debt. Consult the Board Attorney for assistance in implementing a District-wide delinquent debt recovery program that will satisfy the requirements necessary to enter into an IGA with the IOC, e.g., the Superintendent should ensure that the District uses a uniform process to seek offset from the IOC. After completing a step, the responsible staff person must record the date, initial the step, and put all material into the claim folder.

Confidential Inter-Office Information

Definitions

Business Office means the District department that provides the District’s fiscal and business management.

Change in status means, without limitation, payments received other than through a successful offset, the filing of a bankruptcy petition, the death of the debtor, or the expiration of the ability for the debt to remain subject to an offset, as provided for in the Intergovernmental Agreement (IGA).

Claim means the demand for payment of a delinquent debt.

Claim folder means the folder containing material for an individual claim; it includes this cover page, the documentation of the Building Principal or designee’s notifications of debt and request(s) for payment, the Notice of Claim, relevant supporting information, and any material or explanation received from the Debtor.

Debtor means the person or entity responsible for satisfying a delinquent debt.

IOC means Illinois Office of the Comptroller.

Notice of Claim means Exhibit 4:45-E2, *Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge*.

Offset means a deduction of the amount of a debt owed to the District from a future payment that the State makes to an individual or entity that is responsible to satisfy the debt.

Debtor

Contact information

When the District enters the IOC Program through an IGA, and the District decides a Claim will be referred to the IOC, the following steps will be documented:

Step	Date	Initials
Building Principal sent written documentation referring a claim for further recovery proceedings. This documentation is placed in the claim folder.		
Superintendent or designee has inspected the Building Principal’s written documentation above and agrees that the claim should be referred for recovery through the IOC. Note: Consult the Board Attorney. Treating claims differently, i.e., referring some and not others, may trigger the Constitution’s Equal Protection Clause.		
District sent the Notice of Claim; certified mail, return receipt requested. Note: While certified mail is not required, it is a best practice.		
Receipt of certificated receipt showing delivery of the Notice of Claim on _____.		
Receipt of the Debtor’s challenge to the claim. <i>If no challenge is received by the deadline in the Notice of Claim, send the claim folder to the Superintendent’s office for review and continued processing.</i>		
Receipt of Debtor’s written explanation and/or any documentation.		

Step	Date	Initials
Arrangements made for informal proceeding with Debtor; scheduled for _____ . <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person		
Informal proceeding held with Debtor. <input type="checkbox"/> Telephone or <input type="checkbox"/> In-person Attendees: _____ _____		
<p>Decision of the Business Office</p> <p>Business office <i>[name]</i> _____, found that the claim should be considered: <input type="checkbox"/> Satisfied or <input type="checkbox"/> Enforceable (<i>check boxes below that apply</i>).</p> <p><input type="checkbox"/> Debtor asserted waiver of student fees as a challenge to paying the claim.</p> <p><input type="checkbox"/> 4:140-E1, <i>Application for Fee Waiver</i> was provided to Debtor and documented in the claim folder.</p> <p><input type="checkbox"/> 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i> is placed in folder.</p> <p><input type="checkbox"/> Debtor fee waiver request was: <input type="checkbox"/> Granted or <input type="checkbox"/> Denied. If denied, did Debtor appeal the denial? <input type="checkbox"/> Yes or <input type="checkbox"/> No. Note: Fee waivers satisfy a claim.</p>		
Business office <i>[name]</i> _____, forwarded the claim folder to the Superintendent's office.		
If the Business office found that the claim is satisfied, the Superintendent or designee notified the Debtor that the claim is considered satisfied. He or she closed this claim folder and checked the " claim is satisfied " box above.		
<p>Review by Superintendent or designee</p> <p>If the Business office found the debt to be enforceable, the Superintendent or designee independently reviewed the claim and made the following finding:</p> <p><input type="checkbox"/> Satisfied. Debtor sent a notification on _____.</p> <p><input type="checkbox"/> Enforceable. Debtor notified on _____ that the claim must be paid by _____ to void further collection efforts.</p>		
<p>Certification of Past Due Debt to the IOC</p> <p>The Superintendent or designee certifies the debt as required in the terms of the IGA between District and the IOC.</p>		
<p>Offset Processing with the IOC</p> <p>The Superintendent or designee updates a Debtor's records as required by the terms of the IGA between the District and the IOC.</p>		

Date Established: _____

Date Revised: _____ 1/20/2015 _____

Exhibit - Notice of Claim and Intent to Seek Debt Recovery; Challenge; and Response to Challenge

Print on district letterhead or on form with district name and address.

The information in this Notice of Claim is confidential; disclosure is limited to staff members who have a business need to be informed.

Section 1 - Notice of Claim and Intent to Seek Payment of a Delinquent Debt. *The District completes this section and sends the entire Notice of Claim to the person or entity that is the subject of the claim.*

To: _____
Name Address

Our records show that you owe the School District \$_____for: [Describe the reason for the debt and date(s) incurred] _____

After attempts at the school-building level to notify you of this debt and obtain payment, your debt has been referred to the District's Business Office. This debt is past due and legally enforceable. Unless this debt is paid on or before _____, the District will seek collection to the fullest extent of the law. That means that you may see a decrease in a future payment(s) that the State makes to you by the amount of the debt that you owe the District, plus a recovery fee until your debt is paid.

You may challenge this claim any time before _____ by completing Section 2 below and returning this *Notice of Claim* to the Superintendent's office. If you challenge the debt, you will be invited to an informal proceeding in which the District Business Office will describe the claim and you can explain why you believe the claim is invalid and/or the amount is wrong. A decision finding the debt enforceable will be automatically reviewed by me or my designee (who is not a subordinate of the individual making the enforceability finding).

Superintendent Date

Section 2 - Challenge. *The individual or entity who wants to challenge the claim must complete this section and return the entire Notice of Claim to the Superintendent's office.*

I am challenging the claim. *Please check all that apply.*

I am submitting with this Notice of Claim a written explanation of why I believe the claim is invalid or the amount is wrong.

I would like to explain why I believe the claim is invalid or the amount is wrong during an informal proceeding by telephone or at a meeting in the District office.

I am requesting a copy of this Challenge to my Notice of Claim.

Individual or entity challenging the claim Date

Contact Number

Section 3 - Findings. *The Business Office completes this section and forwards the entire Notice of Claim to the Superintendent's office along with relevant supporting information and any material or explanation received from the individual or entity challenging the claim.*

The Business Office finds that this debt should be considered: **Satisfied.**
 Enforceable.

Business Office

Date

Section 4 - Review of Findings and Response to Challenge. *The Superintendent or designee who reviewed the findings completes this section and sends a copy of the Notice of Claim to the person or entity who challenged the claim.*

- This debt is satisfied.**
- Your challenge is denied.** You must pay the debt by _____ to avoid further collection efforts.

Superintendent

Date

Section 5 - Certification of Past Due Debt to the Ill. Office of the Comptroller (IOC). *The Superintendent or designee who reviewed the findings completes the process of certifying to the IOC Local Debt Recovery Program that the District has provided the Debtor with the due process necessary to begin the IOC Offset process pursuant to an existing Intergovernmental Agreement with the IOC.*

4:45-E2

Page 2 of 2

Date Established: _____

Date Revised: 1/20/2015

Payment Procedures

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

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

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

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

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

Date Established: _____

Date Revised: 10/20/2015

Purchases and Contracts

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

Standards for Purchasing and Contracting

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

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

Adoption of the annual budget authorizes the Superintendent or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Superintendent or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

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

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

LEGAL REF.: 105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 et seq., and 5/24-5.
820 ILCS 130/.

CROSS REF.: 2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screening; Notifications)

Date Established: _____

Date Revised: 10/21/2014

Administrative Procedure - Purchases

The Board Attorney should be consulted, as needed; regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Requirements for Purchases and Contracts

- A. Each of the following requirements describes the type of purchase and/or contract to which it applies; requirements in Sections B and C may also apply to a specific purchase or contract.
1. All purchases of goods or services must be made through the use of contracts or purchase orders, except for those purchases made from petty cash funds or the Imprest Fund, or as otherwise specifically authorized by the Superintendent.
 2. Illinois Use Tax Act compliance (105 ILCS 5/10-20.21(b) and 35 ILCS 105):
 - a. Persons bidding for and awarded a contract, and all affiliates of the person, must collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provision of the Illinois Use Tax Act.
 - b. All bids and contracts must include: (1) a certification that the bidder or contractor is not barred from bidding for or entering into a contract, and (2) an acknowledgment that the Board may declare the contract void if the certification is false.
 3. All entities seeking to enter into a contract with the District must provide written certification to the District that it will provide a drug free workplace by complying with the Illinois Drug Free Workplace Act, 30 ILCS 580. All contractors must comply with the notification mandates and other requirements in the Illinois Drug Free Workplace Act, 30 ILCS 580. "Contractor" is defined in the Drug Free Workplace Act as "a corporation, partnership, or other entity with 25 or more employees at the time of letting the contract, or a department, division, or unit thereof, directly responsible for the specific performance under a contract of \$5,000 or more."
 4. Before soliciting bids or awarding a contract for supplies, materials, equipment, or services, a certified education purchasing contract that is already available through a State education purchasing entity (as defined in the Education Purchasing Program, Article 28A of the School Code), may be considered as a bid. 105 ILCS 5/10-20.21(d).
 5. All contracts must include provisions required by State or federal law, as applicable. Topics commonly requiring a provision include equal opportunity employment, prevailing wage, minimum wage, and performance bond.
 6. The procurement of architectural, engineering, and land surveying services is governed by the Local Government Professional Services Selection Act, 50 ILCS 510/, implemented by 2:170-AP, *Administrative Procedure - Qualified Based Selection*.
 7. A list must be posted on the District's website, if any, of all contracts in excess of \$25,000 and any contract with an exclusive bargaining representative. 105 ILCS 5/10-20.44.
 8. Each contractor with the District must comply with 105 ILCS 5/10-21.9(f) and agree to: (a) not allow any of its employees to have direct, daily contact with one or more students if the employee was found guilty of any offense in that law; (b) require each of its employees who will have direct, daily contact with one or more student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her; and (c) reimburse the District for the cost of the fingerprint-based criminal history records check that the District obtains on each employee of a contractor who will have direct, daily contact with a student(s). See 4:60-AP3, *Criminal History Records Check of Contractor Employees*.
 9. Each contractor with the District must comply with 105 ILCS 5/24-5, amended by P.A. 98-716 (eff. 7-16-2014) and agree: (a) concerning each employee who begins providing services in the District after

June 16, 2014 who will have direct, daily contact with one or more student(s), to provide the District with evidence of physical fitness to perform the duties assigned and freedom from communicable

disease; and (b) to require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the District and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

- B. To the extent feasible, the following govern all purchases and/or the award of contracts for supplies, materials, or work, and/or contracts with private carriers for transporting students, involving: (a) an expenditure of \$25,000 or less, or (b) in an emergency, an expenditure in excess of \$25,000, provided such expenditure is approved by three-quarters of the Board. See 105 ILCS 5/10-20.21 (3/4s of the Board must approve an emergency expenditure in excess of \$25,000 when the bidding process is not used) and 5/29-6.1 (time limitations for transportation contracts).
1. Telephone quotations, verbal quotations, or catalog prices are used to purchase materials that are needed urgently, or small quantity orders.
 2. Written quotations are used to purchase materials or services when time requirements allow. Whenever possible, quotations should be received from at least 2 competitors. The Superintendent or designee may negotiate with vendors at any time, including after receiving quotations.
- C. The following govern all purchases and/or the award of contracts involving an expenditure in excess of \$25,000 for supplies and materials or work. 105 ILCS 5/10-20.21(a).
1. Contracts are awarded to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality and serviceability, except contracts or purchases for:
 - a. Services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;
 - b. Printing of finance committee reports and departmental reports;
 - c. Printing or engraving of bonds, tax warrants, and other evidences of indebtedness;
 - d. Purchase of perishable foods and perishable beverages;
 - e. Materials and work that 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;
 - f. 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;
 - g. Use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;
 - h. Duplicating machines and supplies;
 - i. Natural gas when the cost is less than that offered by a public utility;
 - j. Equipment previously owned by some entity other than the District itself;
 - k. 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;
 - l. Goods or services procured from another governmental agency;
 - m. Goods or services that are economically procurable from only one source, such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone, or telegraph;
 - n.

- o. Emergency expenditures when such an emergency expenditure is approved by three-quarters of the members of the Board;
 - p. Goods procured through an education master contract, as defined in the Education Purchasing Program, Article 28A of the School Code; and
 - q. Providing for the transportation of students, which contracts must be advertised in the same manner as competitive bids and awarded by first considering the bidder(s) most able to provide safety and comfort for the students, stability of service, and any other factors set forth in the request for proposal regarding quality of service, and then price.
2. Competitive bidding process:
- a. An invitation for bids is advertised, where possible, by public notice at least 10 days before the bid date in a newspaper published in the District, or if no newspaper is published in the District, in a newspaper of general circulation in the area of the District. 105 ILCS 5/10-20.21(a).
 - b. The following information should be included in the advertisement for bids:
 - 1) A description of the materials, supplies, or work involved;
 - 2) Completion or delivery date requirements;
 - 3) Requirements for bids, bonds, and/or deposits;
 - 4) Requirements for performance, labor, and material payment bonds;
 - 5) Date, time, and place of the bid opening;
 - 6) The approximate time period between the opening of bids and the award of the contract; and
 - 7) Any other useful information.
 - c. If specifications are available, the advertisement for bids describes where they may be obtained and/or inspected.
 - d. All bids must be sealed by the bidder. 105 ILCS 5/10-20.21(a).
 - e. A Board member or District employee opens the bids at a public bid opening at which time the contents are announced. 105 ILCS 5/10-20.21(a). With the exception of bids for construction purposes, bids may be communicated, accepted, and opened electronically. The following safeguards apply to an electronic bid opening (105 ILCS 5/10-20.21):
 - 1) On the date and time of a bid opening, the primary person conducting the electronic bid process shall log onto a specified database using a unique username and password previously assigned to the bidder to allow access to the bidder's specific bid project number.
 - 2) The specified electronic database must be on a network that: (i) is in a secure environment behind a firewall; (ii) has specific encryption tools; (iii) maintains specific intrusion detection systems; (iv) has redundant systems architecture with data storage back-up, whether by compact disc or tape; and (v) maintains a disaster recovery plan.
 - f. Each bidder is given at least 3 days' notice of the time and place of the bid opening. 105 ILCS 5/10-20.21(a).
 - g. Conduct that promotes deception and collusion during the bidding process is prohibited and may violate the Ill. Criminal Code, 720 ILCS 5/33E-1 et seq. Examples include interference with public contracting, bid-rigging, and acquisition or disclosure of bidding information by a public official.
3. Following the opening of bids, the Superintendent (and Board Attorney, if needed) determines the lowest responsible bidder and verifies the bidders' qualifications. Contracts are awarded at a properly called open meeting of the Board. If the Superintendent recommends a bidder other than the lowest bidder, the Superintendent must provide the Board with the factual basis for the recommendation in writing. The Board, if it accepts a bid from a bidder other than the lowest, records the factual basis for its decision in its minutes. A contract arises only when the Board votes to accept a bid, although written notice of the award will later be given to the successful bidder.

4. Notwithstanding the foregoing, the District is relieved from bidding when making joint purchases with other public entities in compliance with the Governmental Joint Purchasing Act (30 ILCS 525/0.01).

LEGAL REF.: 30 ILCS 580/, Ill. Drug Free Workplace Act.
 50 ILCS 510/, Local Government Professional Services Selection Act.
 105 ILCS 5/10-20.21 and 5/10-20.44.

Date Established: _____

Date Revised: 10/21/2014

Exhibit - Notice to Contractors

On District letterhead

Notice to contractor:

You are receiving this notice because you may or will be performing “public works” for the School District as that term is defined in Section 2 of the Illinois Prevailing Wage Act (820 ILCS 130).

This notice applies to the “public works” described as: _____ .

The Prevailing Wage Act requires contractors and subcontractors to pay laborers, workers, and mechanics performing services on public works projects no less than the “prevailing rate of wages” (hourly cash wages plus fringe benefits) in the county where the work is performed. Any prevailing rate of wages as they are revised by the Dept. of Labor shall apply to this contract. You are notified that any rate changes to the prevailing wage rate are available on the Dept.’s official website. For information regarding current prevailing wage rates, please see the Illinois Department of Labor’s website at: www.state.il.us/agency/idol/rates/rates.HTM.

All contractors and subcontractors rendering services for the “public works” must comply with all requirements of the Prevailing Wage Act, including but not limited to, all wage, notice, and record- keeping duties.

The above paragraph was or will be included in the project specifications and the contract. 820 ILCS 130/4(a-1). If the work is awarded without a public bid, contract, or project specification, the notice was or will be included in the purchase order related to the work or in a separate document, such as this notification. 820 ILCS 130/4(a-2).

Date Established: _____

Date Revised: 12/18/2012

Resource Conservation

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

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

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

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

Date Established: _____

Date Revised: 12/18/2012

Administrative Procedure - Resource Conservation

Definitions

De-inked stock - Paper that has been processed to remove inks, clays, coatings, binders, and other contaminants.

High grade printing and writing papers - Includes offset-printing paper, duplicator paper, writing paper (stationery), tablet paper, office paper, note pads, xerographic paper, envelopes, form bond including computer paper and carbonless forms, book papers, bond papers, ledger paper, book stock, and cotton fiber papers.

Paper and paper products - High-grade printing and writing papers, tissue products, newsprint, unbleached packaging, and recycled paperboard.

Postconsumer material - Only those products generated by a business or consumer, that have served their intended end uses, and that have been separated or diverted from solid waste; wastes generated during the production of an end product are excluded. Postconsumer material includes:

- Paper, paperboard, and fibrous waste from retail stores, office buildings, homes and so forth, after the waste has passed through its end usage as a consumer item, including used corrugated boxes, old newspapers, mixed-waste paper, tabulating cards, and used cordage; and
- All paper, paperboard, and fibrous wastes that are diverted or separated from the municipal waste stream.

Recovered paper material - Paper waste generated after the completion of the papermaking process, such as postconsumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls, and mill wrappers, obsolete inventories, and rejected unused stock. "Recovered paper material," however, does not include fibrous waste generated during the manufacturing process such as fibers recovered from waste water or trimmings of paper machine rolls (mill broke), or fibrous by-products of harvesting, extraction or woodcutting processes, or forest residues such as bark. Recovered paper material includes:

- Postconsumer material;
- Dry paper and paperboard waste generated after completion of the papermaking process (that is, those manufacturing operations up to and including the cutting and trimming of the paper machine reel into smaller rolls or rough sheets), including envelope cuttings, bindery trimmings, and other paper and paperboard waste resulting from printing, cutting, forming and other converting operations, or from bag, box, and carton manufacturing, and butt rolls, mill wrappers, and rejected unused stock; and
- Finished paper and paperboard from obsolete inventories of paper and paperboard manufacturers, merchants, wholesalers, dealers, printers, converters or others.

Recycled paperboard - Includes paperboard products, folding cartons and pad backings.

Tissue products - Includes toilet tissue, paper towels, paper napkins, facial tissue, paper doilies, industrial wipers, paper bags, and brown papers. These products shall also be unscented and shall not be colored.

Unbleached packaging - Includes corrugated and fiber storage boxes.

Procurement Procedures and Specifications for Products and Supplies

Procurement procedures and specifications for products and supplies shall be periodically reviewed to ensure that the District is: (a) purchasing products and supplies that are reusable, durable, or made from or contain recycled materials, if economically and practically feasible, and (b) giving preference to products and supplies containing the highest amount of recycled material and that are consistent with the effective use of the product or supply, if economically and practically feasible.

Recycled Paper and Paper Products Purchases

I. Whenever economically and practically feasible, recycled paper and paper products shall be purchased according to the following minimum percentages of the District's total dollar value of paper and paper products:

Beginning July 1, 2014	50%
Beginning July 1, 2020	75%

All paper purchased for publishing student newspapers must be recycled newsprint. Paper and paper products purchased from private sector vendors pursuant to printing contracts are exempted from this requirement.

II. Wherever economically and practically feasible, recycled paper and paper products shall contain postconsumer or recovered paper materials as follows:

- Recycled high grade printing and writing paper shall contain at least 50% recovered paper material and shall consist of the following percentages of deinked stock or postconsumer material on the dates listed:
Beginning July 1, 2014 50%
- Recycled tissue products shall contain at least 45% postconsumer material.
- Recycled newsprint shall contain at least 80% postconsumer material.
- Recycled unbleached packaging shall contain at least 55% postconsumer material.
- Recycled paperboard shall contain at least 95% postconsumer material.
- These regulations do not apply to art materials, nor to any newspapers, magazines, textbooks, library books or other copyrighted publications that are purchased or used by the District or any school or attendance center within the District, or that are sold in any school supply store operated by or within any such school or attendance center.

Solid Waste Reduction. The Superintendent will appoint a team of interested individuals representing various District departments to direct the District's efforts to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that the District generates. The team shall:

1. Periodically review methods and procedures to reduce solid waste generated by academic, administrative, and other institutional functions. These procedures must be designed to, when economically and practically feasible, recycle the District's waste stream, including without limitation landscape waste, computer paper, and white office paper.
2. Identify indicators to monitor the District's progress toward achieving the solid waste reduction goal. As necessary, the procedures and methods shall be adjusted and refined.
3. Make periodic progress reports to the Superintendent or designee.

The team shall devise and oversee methods for making the following activities part of the District culture:

1. Staff members actively pursue waste reduction and prevention activities. Examples include:
 - a. Printing and copying individual documents on both sides of the page.
 - b. Setting computer software for default two-sided printing including word processing, spreadsheets, electronic mail, and others.
 - c. Printing or copying only the pages needed.
 - d. Routing memos and newsletters.
 - e. Providing trays to collect and reuse one-sided paper.
 - f. Reducing unwanted mail and eliminate excess mailings.
2. Staff members and students seek to reuse or recycle materials to divert them from the waste stream whenever possible.
3. A training plan instructs staff members and students in waste reduction and recycling practices.

4. The District's solid waste reduction program is publicized and its benefits are emphasized, including cost savings by lowering supply acquisition and disposal costs.
5. An incentive program to reduce solid waste exists, e.g., through school recognition programs.
6. Staff and students are encouraged to be innovative and suggest improvements to procedures and practices.

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

Date Established: _____

Date Revised: 10/21/2014 _____

Activity Funds

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

The Superintendent or designee shall be responsible for supervising student activity funds in accordance with Board policy, 4:80, *Accounting and Audits*; State law; and the Illinois State Board of Education rules for student activity funds. The Board will appoint a treasurer for each fund to serve as the fund's sole custodian and be bonded in accordance with the School Code. The treasurer shall have all of the responsibilities specific to the treasurer listed in the Illinois State Board of Education rules for school activity funds, including the authority to make loans between activity funds.

Unless otherwise instructed by the Board, a student activity fund's balance will carry over to the next fiscal year. An account containing student activity funds that is inactive for 12 consecutive months shall be closed and its funds transferred to another student activity fund or authorized fund with a similar purpose.

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

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

Date Established: _____

Date Revised: 10/21/2014

Administrative Procedure – Student Activity Fund Management

The student activity funds treasurer in each building shall keep all monies on deposit in a designated depository and maintain appropriate accounts. Each student activity receiving money from any source must deposit the money with the student activity treasurer and obtain a signed receipt.

On a regular basis, the Superintendent or a designee will report to the School Board amounts received and disbursed, and the amount of cash on hand in each activity fund.

The fiscal year for annual reports shall coincide with the school's fiscal year and all accounts shall be audited annually by a licensed public accountant. At the end of the fiscal year all balances will be carried over to the next fiscal year by each activity, except that the School Board or its designated representative, may transfer monies lying dormant in an account of a class, organization, club and /or association at the close of the fiscal year to any other class or organization, or to the District's Education Fund.

LEGAL REF.: 105 ILCS 5/8-2,5/8-7, and 5/10-20.19.
 Rules and Regulations and Fiscal Procedures for the Operation of Local
 Education Agencies, Student Activity Funds, Convenience Accounts, and
 Trust and Agency Funds, April, 1975, State Board of Education.

ADMINISTRATIVE PROCEDURE

A. ACCUMULATION OF FUNDS - ACTIVITY FUNDS

1. All funds shall be accumulated in the name of the organization and not individuals.
2. Funds shall be derived as follows:
 - a. work projects
 - b. assessment for dues or fees when the activity is a part of a national or state organization and approved by the majority of the local membership vote
 - c. donations
3. Class fund balances at the end of the senior year are dedicated as a class gift to the school. The stipulated gift must be approved by the principal.

Disposition of funds accumulated in excess of the specified limits shall be determined by the organization officers, sponsor and administration.

B. EXPENDITURE OF FUNDS - ACTIVITY FUNDS

1. Fund expenditures in excess of fifty dollars (\$50.00) shall be approved by a simple majority vote of the members present at a regular or special meeting of the organization. Special meetings shall have at least a twenty four (24) hour notice. Notice may be in the form of an announcement over the public address system or a bulletin read in each class during a particular period.
2. Fund expenditures in amounts less than fifty dollars (\$50.00) may be made upon approval of the president, secretary and sponsor of the organization.
3. Fund expenditures in the amount of fifty dollars (\$50.00) and for large projects (proms, homecoming, school endowments, etc.) may be approved in aggregate.

C. UNAPPROPRIATED FUNDS - ACTIVITY FUNDS

(Funds accumulated from defunct organization; interest earned on investments of activity funds)

1. Monies from said funds shall be expended for current operation of the activity fund (checks, bookkeeping supplies, telephone calls, (long distance); receipts, and school endowed projects.
2. School endowed projects shall be recommended by the high school principal to the student council for consideration and evaluation.

D. RECEIPTS – ACTIVITY FUNDS

1. Treasurer and/or sponsor count money
2. Counted money is deposited with high school bookkeeper
3. Bookkeeper counts money and issues a receipt to organization sponsor
4. Bookkeeper deposits money in the activity account
5. Ledger entry is made for appropriate organization or activity

E. DISBURSEMENTS – ACTIVITY FUNDS

1. A requisition signed by the sponsor is submitted to the principal and a purchase order is issued and signed by the principal
2. Pay order signed by the sponsor and one or more officers submitted with supporting receipt or invoice is utilized to initiate the issuance of an activity fund check
3. The bookkeeper signs the check
4. Entry into the activity fund ledger then occurs

Excess funds are invested in board approved depositories.

A monthly statement of activity fund receipts, disbursements, balances and investments is submitted to the board of education, the superintendent and all organizations having money in the activity account.

In cases of emergency the principal may authorize disbursements of funds in any and all accounts.

F. MISCELLANEOUS ACCOUNT - ACTIVITY FUNDS

Deposits to this account will include interest derived from investment of activity funds and any other funds which cannot be directed toward other specific activity accounts. Expenditures from this account will go toward school improvement, student needs, staff needs, payment of activity account supplies and shall be made at the discretion of the Jr.-Sr. High School Principal.

G. CONCESSIONS ACCOUNT - ACTIVITY FUNDS

Deposits to this account will include money obtained from the sale of concessions at athletic contests held on school grounds, school activities, and from money derived from pop machines. Expenditures from this account will be made to pay for concession supplies, school improvement, student needs and shall be made at the discretion of the Jr.-Sr. High school Principal.

Ref: Historical Records
Date Established April, 1985
Date Revised _____

Insurance Management

The Superintendent shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the School District and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the District's certified staff members; School Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new superintendents); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Illinois High School Association that results in medical expenses in excess of \$50,000.
3. 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.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

LEGAL REF.: Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.
 105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.
 215 ILCS 5/.
 750 ILCS 75/.
 820 ILCS 305/.

Date Established: _____

Date Revised: 1/21/2014

Transportation

The District shall provide free transportation for any student in the District who resides: (1) at a distance of one and one-half miles or more from his or her assigned school, unless the School Board has certified to the Illinois State Board of Education that adequate public transportation is available, or (2) within one and one-half miles from his or her 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 rail crossing, and adequate public transportation is not available. A student's parent(s)/guardian(s) may file a petition with the Board requesting transportation due to the existence of a serious safety hazard. Free transportation service and vehicle adaptation is provided for a special education student if included in the student's individualized educational program. Non-public school students shall be transported in accordance with State law. Homeless students shall be transported in accordance with Section 45/1-15 of the Education for Homeless Children Act.

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

Bus schedules and routes shall be determined by the Superintendent or designee and shall be altered only with the 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.

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 Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

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 Superintendent 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.

LEGAL REF.: McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.
105 ILCS 5/10-22.22 and 5/29-1 et seq.
105 ILCS 45/1-15.
625 ILCS 5/1-148.3a-5, 5/1-182, 5/11-1414.1, 5/12-813, 5/12-813.1, 5/12-815, 5/12-816, 5/12-821, and 5/13-109.
23 Ill.Admin.Code §§1.510 and 226.750; Part 120.
92 Ill.Admin.Code §440-3.

CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 7:220 (Bus Conduct)

ADMIN. PROC.: 4:110-AP2 (Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; Bus Driving Comments), 4:110-AP3 (School Bus Safety Rules), 4:110-E (Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses), 6:140-AP (Education of Homeless Children)

Date Established: _____

Date Revised: 1/20/2015

Administrative Procedure - School Bus Post-Accident Checklist

Driver Post-Accident Procedures

1. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus. 23 Ill.Admin.Code §1.510(1)(1).
2. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.
3. When notifying the District or transportation office, give the following information:
 - Seriousness of the accident
 - Location and time of incident
 - Bus number and route number
 - School
 - Number of students on board
 - Extent of any injuries
 - Weather/road conditions
 - Any other pertinent information
4. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or transportation office.
5. Set out reflectors, flares, flags, etc. only when the safety of all children is secure.
6. Stay vigilant for the continued safety of everyone at the scene and:
 - Never** attempt to direct traffic.
 - Never** move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.
 - Never** discuss liability or fault, or sign anything until someone from the District or transportation office arrives.
 - Never** move an injured person unless the person's life is in jeopardy.
7. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio or call the District or transportation office with the information. The office will notify the proper authorities.
8. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

Information Gathering

While at the accident scene the driver and/or transportation supervisor shall:

1. Obtain the name and age of every passenger on the bus.
2. Obtain the name and address of all witnesses.
3. Regarding other vehicles involved in the accident, obtain the:
 - Other drivers' names
 - Other drivers' license numbers
 - Other drivers' addresses and phone numbers
 - Make, model, year, and license plate numbers of other involved vehicles
 - Other drivers' insurance carrier information
 - Name, address, and phone numbers of passengers in other involved vehicles

District or Transportation Office Responsibilities

1. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
2. Send a transportation supervisor to the accident scene to assist the bus driver.
3. Arrange for the parents of children on the bus to be contacted.
4. Arrange alternate transportation for the children.
5. Contact the District's insurance carrier as soon as possible and follow its instructions.
6. Help the bus driver complete accident report forms, including insurance forms. Complete ISBE's *School Bus Accident Report*, www.isbe.net/funding/pdf/50-26_school_bus_accident.pdf, and forward to the Regional Superintendent immediately after any accident.
7. Obtain any accident reports completed by third parties, including police reports.

Post-Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, see policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*; and administrative procedure 5:285-AP, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.
2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
 - a. The accident involved the loss of human life;
 - b. The driver receives a citation for a moving traffic violation arising from the accident; or
 - c. A law enforcement officer directs that such a test be given. 625 ILCS 5/6-516.
4. If a required alcohol test is **not** administered:
 - a. Within 2 hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
 - b. Within 8 hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
5. If a required controlled substance test is **not** administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
6. No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until undergoing a post-accident alcohol test.

Vehicle Inspection

Following an accident, each damaged bus component must be inspected before the bus is returned to service. 625 ILCS 5/13-109.

Date Established: _____

Date Revised: 10/21/2014

Administrative Procedure - Bus Driver Communication Devices; Pre-Trip and Post-Trip Inspection; and Bus Driving Comments

Bus Driver Communication Devices

State law prohibits a school bus driver from operating a school bus while using a cellular radio telecommunication device. It requires each school bus to contain either an operating cellular radio telecommunication device or two-way radio while the school bus driver is in possession of the school bus. The cellular radio telecommunication device or two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request (625 ILCS 5/12-813.1).

Bus drivers may still have cell phones although they are prohibited from using cell phones for anything, including personal use, while operating a bus except: (1) in an emergency situation to communicate with an emergency response operator; a hospital; a physician's office or health clinic; an ambulance service; a fire department, fire district, or fire company; or a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities or their designees about bus operation or the welfare and safety of any passengers on the bus; or (4) when the bus is parked (625 ILCS 5/12-813.1(c)).

Bus/Vehicle Pre-Trip and Post-Trip Inspection

All school bus drivers, whether employed by the School District or private sector school bus company, shall perform each of the following:

1. Comply with the applicable pre-trip inspection of the mechanical and safety equipment on the school bus listed on the *School Bus Driver Pre-Trip Inspection Form* (92 Ill.Admin. Code §§458.1030 and 458.1030(u) requires any variations from the form to be approved by the Dept. of Transportation by calling 217/785-3031 or writing to:

Vehicle-Inspection Unit Manager
Ill. Dept. of Transportation, Div. of Traffic Safety
1340 North 9th St.
P.O. Box 19212
Springfield, IL 62794-9212

2. Test the cellular radio communication device or two-way radio and ensure that it is functioning properly before the bus is operated (625 ILCS 5/12-816).
3. Perform a visual sweep for children or other passengers at the end of a route, work shift or workday by:
 - a. Activating interior lights of the school bus to assist the driver in searching in and under each seat (625 ILCS 5/12-816(c), and
 - b. Walking to the rear of the school bus/vehicle checking in and under each seat (625 ILCS 5/12-816(b)).

If a mechanical post-trip inspection reminder system is installed, the driver shall comply with the requirements of that system (625 ILCS 5/12-816(d)).

Bus Driving Comments

Each school bus and multifunction school activity bus shall display a sign at the rear, with letters and numerals readily visible and readable, in the following form:

TO COMMENT ON MY DRIVING, CALL 815-449-2832

Driving comments shall be accepted in the following manner:

1. Calls to comment on school bus driving shall be directed to the Superintendent or designee.

2. The Superintendent or designee shall conduct an internal investigation of the events that led to each complaint. Required for districts that own school buses by 625 ILCS 5/12-821(c)(1).
3. The Superintendent or designee shall inform the commenting party of the results of any investigation and the action, if any, taken to remedy the situation. Required for districts that own school buses by 625 ILCS 5/12-821(c)(2).

Date Established: _____

Date Revised: 5/14/2013

Administrative Procedure – School Bus Post-Accident Checklist

I. Driver Post-Accident Procedures

- a. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or transportation office.
- b. When notifying the District or transportation office, give the following information:
 1. seriousness of the accident
 2. location and time of incident
 3. bus number and route number
 4. number of students on board
 5. extent of any injuries
 6. weather/road conditions
 7. any other pertinent information
- c. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Evacuate the bus according to the bus safety procedures. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or transportation office.
- d. Set out reflectors, flares, flags, etc. only when the safety of all children is secure.
- e. *Never:*
 1. attempt to direct traffic
 2. move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard
 3. discuss liability or fault, or sign anything until someone from the District or transportation office arrives
 4. move an injured person unless the person's life is in jeopardy

- f. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio the District or transportation office with the information. The office will notify the proper authorities.
- g. The District or transportation office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

II. Information Gathering. While at the accident scene the driver and /or transportation supervisor shall:

- a. Obtain the name and age of every passenger on the bus.
- b. Obtain the name and address of all witnesses.
- c. Regarding other vehicles involved in the accident, obtain the:
 - 1. other drivers' names
 - 2. other drivers' license numbers
 - 3. other drivers' addresses and phone numbers
 - 4. make, model, year, and license plate numbers of other involved vehicles
 - 5. other drivers' insurance carrier information
 - 6. name, address, and phone numbers of passengers in other involved vehicle

III. District or Transportation Office Responsibilities

- a. Confirm that police and emergency services as appropriate were notified. An ambulance need not be called to the accident scene unless there are obvious injuries or complaints.
- b. Send a transportation supervisor to the accident scene to assist the bus driver.
- c. Arrange for the parents of children on the bus to be contacted.
- d. Arrange alternate transportation for the children.
- e. Contact the District's insurance carrier as soon as possible and follow its instructions.
- f. Help the bus driver complete accident report forms, including insurance forms.
- g. Obtain any accident reports completed by third parties, including police reports.

IV. Post-Accident Alcohol and Drug Testing

- a. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
- b. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:
 1. the accident involved the loss of human life;
 2. the driver receives a citation for a moving traffic violation arising from the accident; or
 3. a law enforcement officer directs that such a test be given.
- c. If a required alcohol test is not administered:
 1. within 2 hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
 2. within 8 hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
- d. If a required controlled substance test is *not* administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
- e. No driver required to take a post-accident alcohol test shall use alcohol for 8 hours following the accident, or until undergoing a post-accident alcohol test.

Vehicle Inspection. Following an accident, each damaged bus component must be inspected before the bus is returned to service.

Food Services

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

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

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

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

LEGAL REF.: Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq.
 Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.
 7 C.F.R. Parts 210 and 220, Food and Nutrition Service.
 105 ILCS 125/.
 23 Ill.Admin.Code Part 305, School Food Service.

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

Date Established: _____

Date Revised: 1/20/2015

Administrative Procedure - Food Services; Competitive Foods; Exemptions

This procedure applies only to schools that participate in federal meal reimbursement programs (7 C.F.R. Part 210; 23 Ill.Admin.Code Part 305). They are *participating schools*.

All food and beverages sold to students on the school campuses of participating schools during the school day must comply with the “general nutrition standards for competitive foods” specified in 7 C.F.R. §210.11, unless they are exempted by 23 Ill. Admin. Code §305.15(a).

Definitions

Competitive foods are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law (7 C.F.R. §210.11(a)(2); 23 Ill. Admin. Code §305.5).

Exempted fundraising day (EFD) means a school day on which foods and/or beverage items not meeting the “general nutrition standards for competitive foods” may be sold to students on the school campus (7 C.F.R. §210.11 (b)(4); 23 Ill.Admin.Code §305.5).

Competitive Foods

Competitive foods and beverage items sold during the school day must meet the requirements listed at 7 C.F.R. §210.11 (c)-(m).

All revenue from the sale of competitive foods sold to students in the food service areas during meal periods shall accrue to the nonprofit school lunch program account (23 Ill.Admin.Code §305.15(e)).

Exempted Fundraising Days

EFD foods and/or beverages may not be sold in competition with school meals in the food service area during meal periods (7 C.F.R. §210.11 (b)(4)). The following table lists the limitations in the emergency rules at 23 Ill.Admin.Code §305.15(b)(1)-(4) for EFDs in a participating school. **Important: Final rules may change limitations.** Check them at: www.ilga.gov/efds.html.

	Grades 8 and below	Grades 9-12
2014-2015	9 days or fewer	36 days or fewer
2015-2016	4 days or fewer	18 days or fewer
2016-2017	Zero/Prohibited	9 days or fewer

To request an EFD, the Superintendent or designee for the participating school must be contacted. He or she will (1) explain the District’s process and criteria for reviewing and approving or denying an EFD request, and (2) provide any written documents to assist with the EFD request. The Superintendent or designee must maintain a list of all EFDs held and retain them for at least 3 years (7 C.F.R. 210.9(b)(17) and 23 Ill.Admin.Code §305.15(c)(3)).

LEGAL REF.: 42 U.S.C. §1779, 7 C.F.R. §210.11.
23 Ill.Admin.Code Part 305, School Food Service.

Date Established: _____

Date Revised: 1/20/2015

Free and Reduced-Price Food Services

Notice

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

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 parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by federal law. The Superintendent shall provide the same information to: (1) informational media, the local unemployment office, and any major area employers contemplating layoffs; and (2) the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

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

Appeal

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/ and 126/.
 23 Ill.Admin.Code §305.10 et seq.

Date Established: _____

Date Revised: 1/20/2015

Waiver of Student Fees

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to State law and ISBE rule and that provisions for assisting parents/guardians in completing the application are available.

Eligibility Criteria

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 based on household size, that are used for the federal free meals program.

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school year.

Determination and Appeal

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

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

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

Date Established: _____

Date Revised: 5/14/2013

Operational Services

Administrative Procedure - Fines, Fees, and Charges - Waiver of Student Fees

Actor	Action
Superintendent or designee	<p>Prepares and recommends to the School Board a list of school fees to be charged to students for the use of textbooks, consumable materials, field trips, extracurricular activities, graduation fees, and similar items. See 23 Ill.Admin.Code §1.245(a) for a definition of <i>school fees</i>.</p> <p>Initial notice: For all students enrolling in the District for the first time, notifies their parents/guardians that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, <i>Waiver of Student Fees</i>. 23 Ill.Admin.Code §1.245(c)(2)(A).</p> <p>The initial notice must at least describe: (1) the Board’s policy, including the criteria and other circumstances under which the District will waive school fees; (2) the school fees subject to a waiver; (3) the procedure to apply for a fee waiver, including the availability of a fee waiver request form and the documents whose use is required by the District in verifying income; and (4) the dispute resolution procedure. 23 Ill.Admin.Code §1.245(c)(2)(A).</p> <p>Annual notice: Includes a notice with the first statement sent to parents/guardians who owe school fees that the District will waive school fees for persons unable to afford them in accordance with policy 4:140, <i>Waiver of Student Fees</i>.</p> <p>The annual notice must include a description of the fee waiver application process or the name, address and telephone number of the person to contact for information concerning a fee waiver. 23 Ill.Admin.Code §1.245(c)(2)(B).</p> <p>Determines whether the required inclusions in these notices will be satisfied by providing parents/guardians with a written copy of Board policy 4:140, <i>Waiver of Student Fees</i>, and form 4:140-E1, <i>Application for Fee Waiver</i>.</p>
Parent(s)/Guardian(s) seeking a school fee waiver	<p>Completes 4:140-E1, <i>Application for Fee Waiver</i>, and returns it to the Building Principal along with documents that will verify the family’s income, such as, payroll stubs, tax returns, or evidence of receipt of food stamps or Temporary Assistance for Needy Families. 23 Ill.Admin.Code §1.245(d).</p> <p>May apply for a waiver of school fees by completing 4:140-E1, <i>Application for Fee Waiver</i>, at any time.</p>
Building Principal or designee	<p>Determines the student’s eligibility for fee waiver based on policy 4:140, <i>Waiver of Student Fees</i>.</p> <p>Notifies the parent(s)/guardian(s) within 30 calendar days if their <i>Application for Fee Waiver</i> is denied. 23 Ill.Admin.Code §1.245(c)(3).</p> <p>A rejection notice must include: (1) the reason for the denial; (2) a notification of their right to appeal as well as the appeal process and timelines (4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>); and (3) a statement that they may reapply at anytime if circumstances change. 23 Ill.Admin.Code §1.245(c)(3)(A).</p> <p>Ensures that any completed 4:140-E1, <i>Application for Fee Waiver</i>, and the 4:140-E2, <i>Response to Application for Fee Waiver, Appeal, and Response to Appeal</i>, are confidentially treated and maintained.</p>

	23 Ill.Admin.Code §1.245(f).
Parent(s)/Guardian(s) seeking a school fee waiver	May appeal the denial of a fee waiver request. If desired, meets with the person who will decide the appeal in order to explain why the fee waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B).
Superintendent or designee	Contacts the parent(s)/guardian(s) to determine if they want to meet to explain why the fee waiver should be granted. 23 Ill.Admin.Code §1.245(c)(3)(B). If so, meets with the parent(s)/guardian(s) at a prearranged date and time. Ensures that the person who decides the appeal is not the person who initially denied the fee waiver or a subordinate of this person. 23 Ill.Admin.Code §1.245(c)(3)(B). Responds in writing to the parent/guardian's appeal within 30 calendar days of receipt of the appeal. 23 Ill.Admin.Code §1.245(c)(3)(B). Ensures that no discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, is exercised against a student whose parent(s)/guardian(s) are unable to purchase required textbooks or instructional materials or to pay required fees. 105 ILCS 5/28-19.2.

Ref.: I.A.S.B.

Date Est.: _____

Date Revised: October 19, 2010

Exhibit - Application for Fee Waiver

This application for a school fee waiver is completely independent from the District process for determining eligibility for free meals. The information must be provided for your application to be considered. Submit completed application and income verification documents to the Building Principal.

Student's Name (*please print*)

School

Parent/Guardian Name (*please print*)

Address (*please print*)

1. The student named above lives in my household? Yes No
2. Total number of people living in my home _____
3. Total gross annual household income (before deductions) from all people living in my home
\$ _____

Income includes all:

- Compensation for services, wages, salary, commissions or fees;
- Net income from self-employment;
- Social Security;
- Dividends or interest on savings or bonds or income from estates or trusts;
- Net rental income;
- Public assistance or welfare payments;
- Unemployment compensation;
- Government civilian employee or military retirement, or pensions or veterans payments;
- Private pensions or annuities;
- Alimony or child support payments;
- Regular contributions from persons not living in the household;
- Net royalties; and
- Other cash income (including cash amounts received or withdrawn from any source including savings, investments, trust accounts and other resources).

4. My household meets the federal income guidelines for free meals (attached)? Yes No
See www.isbe.net/nutrition/htmls/data.htm#income.

If you answered "No" to any of the previous questions, please indicate the reason(s) you are applying for a waiver of school fees.

Income Verification for Fee Waiver

You must present one of the following documents to verify income:

- | | |
|--|--|
| Two current pay stubs for all working members | Disability statement showing benefits of the household |
| Temporary Food assistance for needy families | Current tax returns |
| Unemployment statement showing benefits | Foster placement papers |
| Medicaid Card showing case number | Food Stamp Evidence |
| Direct Certification letter from the State of Illinois | |

You may be requested to provide updated income verification at any time, but no more often than once every 60 calendar days. **Supplying false information to obtain a fee waiver is a Class 4 felony (720 ILCS 5/17-6).** I attest that the statements made herein are true and correct.

Parent/Guardian (*signature*)

Date

Facility Management and Building Programs

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

Standards for Managing Buildings and Grounds

All District buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching. The Superintendent or designee shall provide the Board with periodic reports on maintenance data and projected maintenance needs that include cost analysis. Prior Board approval is needed for all renovations or permanent alterations to buildings or grounds when the total cost will exceed \$12,500, including the cost equivalent of staff time. This policy is not intended to discourage efforts to improve the appearance of buildings or grounds that are consistent with the designated use of those buildings and grounds.

Standards for Green Cleaning

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

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. On an annual basis, the Superintendent or designee shall provide the Board with projected facility needs, enrollment trends, and other data impacting facility use. Board approval is needed for all new facility construction and expansion.

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

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

Naming Buildings and Facilities

Recognizing that the name for a school building, facility, or ground or field reflects on its public image, the Board's primary consideration will be to select a name that enhances the credibility and stature of the school or facility. Any request to name or rename an existing facility should be submitted to the Board. When a facility is to be named or renamed, the Board President will appoint a special committee to consider nominations and make a recommendation, along with supporting rationale, to the Board. The Board will make the final selection. The Superintendent or designee may name a room or designate some area on a school's property in honor of an individual or group that has performed outstanding service to the school without using the process in this policy.

LEGAL REF.: 42 U.S.C. §12101 et seq.
20 ILCS 3130/, Green Buildings Act.
105 ILCS 5/2-3.12, 5/10-20.49, 5/10-22.36, 5/17-2.11, 140/, and 230/.
410 ILCS 25/, Environmental Barriers Act.
820 ILCS 130/, Prevailing Wage Act.
23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for
Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.
71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.: 2:150 (Committees), 2:170 (Procurement of Architectural, Engineering, and Land Surveying
Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

Date Established: _____

Date Revised: 1/20/2015

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.

Ref.: I.A.S.B.
Date Est.: _____
Date Revised: _____

Administrative Procedure – Hazardous and Infectious Materials

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

- any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations.
- an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or other bodily fluids;
- non-building related asbestos materials;
- lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glaze);
- compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
- solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
- liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
- materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides);
- regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

The Building and Grounds Supervisor:

1. Maintains a perpetual inventory of hazardous materials.
2. Makes available inventory lists to the appropriate police, fire, and emergency service agencies
3. Compiles Material Safety Data Sheets (MSDS) and distribute them to employees. the data sheets will be maintained and updated when necessary.
4. Makes available MSDS to all persons requesting the information.
5. Stores hazardous materials in compliance with local, State, and federal law. Storage containers will be labeled and stored in a location which limits the risk presented by the materials. Containers will be stored in a limited-access area.
6. Transports hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, State, and federal law.
7. Classifies hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, State, and federal law.

Pesticide Application

The Building and Grounds Supervisor provides an annual schedule of pesticide application to the supervisor of each District Building. The supervisor of each District Building notifies students and employees in their building, as well as the parent(s)/guardian(s) of students, at least 2 business days before a pesticide application in or on school buildings or grounds. The notification must: (1) be written and may be included in newsletters, bulletins, calendars, or other correspondence currently being published, (2) identify the intended date of the application, and (3) state the name and telephone contact number for the school personnel responsible for the pesticide program. An exception to this notification is permitted if there is an imminent threat to health or property, in which case, the Structural Pest Control Act (225 ILCS 235/2) or the Lawn Care Products Application and Notice Act (415 ILCS 65/3), whichever is applicable, shall control.

The Buildings and Grounds Supervisor is responsible for compliance with the Structural Pest Control Act's requirements regarding an integrated pest management program. If, after August 1, 2000, the Superintendent determines that an integrated pest management program is economically feasible, the Buildings and Grounds Supervisor shall develop a program incorporating the Department of Public Health guidelines. If after August 1, 2000, the Superintendent determines that an integrated pest management program is not economically feasible, the Buildings and Grounds Supervisor shall comply with the notification mandates in the Structural Pest Control Act (225 ILCS 235/2).

Training and Necessary Equipment

Each Building Principal and noncertificated staff supervisor ensures that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials. Emergency response and evacuation plans will be a part of the training.

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

Substitute Non-Hazardous Materials

District staff substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored in school facilities. No art or craft material containing a toxic substance is ordered or purchased for use through grade 6; material containing toxic substances may be used in grades 7 through 12 only if properly labeled according to State law.

Infectious Materials

The Buildings and Grounds Supervisor prepares and distributes to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The Plan shall be reviewed and updated by the Superintendent at least annually. The Plan shall address the following issues:

- exposure determination;
- implementation schedule;
- procedures for evaluating an exposure incident.

Safety and Security

All District operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on District property or at a District event. The Superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

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

Automated External Defibrillator (AED)

The Superintendent or designee shall implement a written plan for responding to medical emergencies at the District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Carbon Monoxide Alarms

The Superintendent or designee shall implement a plan with the District's local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Superintendent or designee shall ensure each school building annually reviews these procedures.

Soccer Goal Safety

The Superintendent or 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.

Unsafe School Choice Option

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

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

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

Emergency Closing

The Superintendent is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Annual Review

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.: 105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, 5/18-12.5, and 128/
210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

CROSS REF.: 4:110 (Transportation), 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

Date Est.: _____

Date Revised: 2/16/2016

Automated External Defibrillator (AED) Policy

Purpose:

To provide guidance in the management and administration of a school based AED program.

Definition:

An Automated External Defibrillator (AED) is a device that is designed to analyze a heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

Program Coordinator:

The school administration will appoint appropriate personnel to coordinate the AED program.

Appropriate Documents:

The following documents will be used in the administration of the AED program.

- Operators Checklist
- Public Access Defibrillation Utilization Form
- Proficiency Evaluation Form

Medical Control:

The district will obtain a Medical Doctor as the medical advisor to the program. The medical advisor of the AED program has ongoing responsibility for:

- Providing medical directions for use of AEDs
- Writing a prescription for AEDs
- Reviewing and approving guidelines for emergency procedures related to used of AEDs and CPR
- Evaluation of post-review forms and digital files downloaded from AED.

Authorized AED users:

Any trained responder who has successfully completed an approved CPR/AED training program within the last two years and has a current successful course completion card.

School Office Responsibilities:

The school office staff is responsible for:

- Receiving emergency medical calls from internal locations.
- Contacting the external committee 9-1-1 response team (EMS) if required.
- Deploying AED-trained employees to emergency location.
- Assign someone to meet responding EMS aid vehicle and direct EMS personnel to site of medical emergency.

Location of AEDs

The AED is located at a designated location in each school building. Appropriate signs at each entrance states location of AED. The location is outside of main office at the elementary building and High school building.

Training:

The school district will provide training adequate for basic first-aid, CPR and AED to appropriate school personnel.

System Verification and Review:

The medical emergency response system is ultimately successful if necessary medical assistance is provided to victims in a timely and safe manner. Since actual use of this system procedure is expected to be very infrequent, other measures of effectiveness are required.

Annual System assessment:

Once each calendar year, the AED program Coordinator or designee shall conduct and document a system readiness review. This review shall include review of the following elements:

- Training records
- Equipment operation and maintenance records.

Date Established: August 25, 2003

Date Revised: _____

Administrative Procedure - Comprehensive Safety and Crisis Program

- A. Safety Team
- B. Personal Injury Prevention
- C. Site Based Safety Plan
- D. School Safety Drill Program
- E. Bomb Threat Plan
- F. Fire Emergency Procedures
- G. Natural Disasters (Tornadoes, Thunderstorms, Severe Winds, Earthquakes)
- H. Weapons and Explosives on Campus
- I. Emergency Aid
- J. Managing a Crisis After the Earliest Stages Are Over
- K. Managing Communications About a Crisis
- L. Required Notices

A. Safety Team

The Superintendent appoints:

1. An administrator to be the District's Safety Program Coordinator, and
2. Representatives of all support and professional staff to be on the Superintendent's Safety Team.

The Safety Program Coordinator manages the District's safety and crisis efforts. The Safety Team: (1) advises and assists the Superintendent on safety and crisis issues, (2) monitors the District's safety control measures, (3) reviews and updates safety efforts based on accident or inspection reports, reports of unsafe conditions or practices, and complaints and suggestions, and (4) prepares the staff for a crisis through communication and training.

The Safety Program Coordinator chairs the Safety Team meetings. The meetings are held as determined by the Safety Program Coordinator. The following matters are suggested agenda items:

- Previous action items
- Review of accidents since previous meeting
- Prevention recommendations
- Recommendations from anonymous employees
- Staff member suggestions
- Recommended safety program revisions
- Recommendations from accident investigation reports
- Safety training recommendations
- Committee members input

B. Personal Injury Prevention

The Safety Program Coordinator and Safety Team shall supervise an on-going program for identifying and evaluating unreasonable risks, that includes monitoring whether:

1. Students are appropriately supervised.
2. Facilities and equipment that would pose an unreasonable risk to students (such as laboratory and climbing equipment) are kept locked.
3. Staff members are trained to recognize dangerous conditions.
4. Proper student behavior is maintained.
5. Substitute instructors are competent to teach an activity.
6. Teachers and coaches evaluate each student's capacity to do a specific activity without exposing the student to an unreasonable risk of injury.

7. Activities are appropriately demonstrated. Instructions are appropriate and clear and safety rules are emphasized. Proper teaching progressions are followed. Teachers and coaches reasonably match student competitors.
8. Students are warned of the specific dangers of incorrectly performing an activity and the warning is documented.
9. Appropriate behavior toward strangers is explained.
10. Facilities and equipment are properly maintained, well lit, and periodically inspected. Aisles, walkways, and stairs are kept clear and free of obstacles. Floors are kept dry. Unused or outdated equipment is removed. Repairs, routine maintenance, and inspections are documented.
11. Staff members are encouraged to report equipment or facilities that are inappropriate, in need of repair, or defective. As an example, equipment that fits improperly or fails to properly protect students is inappropriate.
12. Notices from staff members that equipment or facilities are inappropriate, in need of repair, or defective are properly investigated.
13. Warning signs or labels are properly displayed and safety rules are posted.
14. Protective eye devices are provided and worn by all students, teachers, and visitors when participating in or observing any activity that may be hazardous to unprotected eyes (105 ILCS 115/1, 23 Ill.Admin.Code §1.420(s)).

C. Site Based Safety Plan

Under the direction of the Safety Program Coordinator, each Building Principal or designee shall annually gather the following documents for a site based safety plan. If a document cannot be found or needs revision in order to comply with the District's Comprehensive Safety Plan, the Building Principal or designee shall confer with the Safety Program Coordinator to create or revise the document. The Principal or designee shall make the plan available in the building's main office.

Each plan shall include the following:

1. Building evacuation plans. The Principal or designee shall: (1) keep a comprehensive evacuation map - describing main and alternate routes - in the main office, (2) post signs containing main and alternative evacuation routes for each occupied area in a conspicuous place, preferably near the exit, (3) prepare evacuation plans for outdoor areas (playgrounds and stadiums), and (4) keep all staff informed of the evacuation plans.
2. Safety drills. The Principal shall schedule and execute evacuation drills as per the School Safety Drill Act, 105 ILCS 128/, School Board policy 4:170, *Safety*, and this procedure.
3. Building information packet. This packet will include facts on the number and names of staff and students, as well as a building map. The Principal or designee shall give a copy of the map to local law enforcement, the fire department, and emergency medical services.
4. Tornado response plan, including a map showing tornado wall locations (105 ILCS 128/25).
5. A map giving the location of first aid kits, AEDs, and fire extinguishers.
6. The safety equipment's maintenance schedule and persons responsible for performing.
7. An emergency early dismissal plan.
8. A map or plan describing the areas to be used in the event of a crisis for triage, emergency helicopter landing, media center, non-victim students, and parents.
9. A plan for receiving tips, e.g., a hot line for students to call with anonymous tips.
10. A plan for student supervision.
11. A safety patrol plan (105 ILCS 5/10-22.28).

12. Bicycle use rules.
13. Roadway and parking rules.
14. Procedures on student illness and injuries (23 Ill.Admin.Code §530).
15. A plan for giving students instructions on safe school bus riding practices, including the operation and use of the emergency door and windows (as a means of escape), seat belts, and fire extinguisher (105 ILCS 5/10-20.14).
16. Safety-related administrative procedures and forms.

D. School Safety Drill Program

The School Safety Drill Act (105 ILCS 128/) and any implementing State administrative rules contain the requirements for the District's safety drills and shall supersede this procedure in the event of a conflict.

During each academic year, each school building that houses school children must conduct a minimum of:

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

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate 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 but must occur.

The Building Principal shall keep the Superintendent or designee informed as to the status of the drills. Each of these drills is described below:

School evacuation drills - These drills prepare students and personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation may be necessary, depending on the circumstances, in the event of fire, presence of suspicious items, incidents involving hazardous materials, and bomb threats.

The appropriate local fire department or district participates in one school evacuation drill, unless waived as provided below. A date is selected according to the following timeline:

- No later than September 1 of each year, each local fire department or fire district must contact the Building Principal in order to make arrangements.
- No later than September 14 of each year, the Building Principal or designee and the local fire department or fire district may agree to waive the provisions concerning participation by the local fire department or district in a school evacuation drill.
- No later than September 15 of each year, each Building Principal or designee must contact the responding local fire official and propose to the local fire official 4 dates within the month of October, during at least 2 different weeks of October, on which to hold the drill. The fire official may choose any of the 4 available dates, and if he or she does so, the drill occurs on that date.
- Alternatively, the Building Principal or designee and the local fire official may, by mutual agreement, set any other date for the drill, including a date outside of the month of October.
- If the fire official does not select one of the 4 offered dates in October or set another date by mutual agreement, the school does not need to include the local fire service in one of its mandatory school evacuation drills.

After a drill in which the local fire service participated, the Building Principal should request certification from the local fire service that the school evacuation drill was conducted. Additional school evacuation drills for fire incidents may involve the participation of the appropriate local fire department or district. In addition, schools may conduct additional school evacuation drills to account for other evacuation incidents, including without limitation suspicious items or bomb threats.

Bus evacuation drill - This drill prepares students and school personnel for situations that occur when conditions outside of the bus are safer than inside the bus. Evacuation may be necessary, depending on the circumstances, in the event of a fire, presence of suspicious items, and incidents involving hazardous materials.

This drill shall be accounted for in the curriculum in all public schools and in all other educational institutions in this State that are supported or maintained, in whole or in part, by public funds and that provide instruction in any of the grades kindergarten through 12. This curriculum shall also include instruction in safe bus riding practices for all students. Schools may conduct additional bus evacuation drills.

Severe weather and shelter-in-place drill - This drill prepares students for situations involving severe weather emergencies or the release of external gas or chemicals. Severe weather and shelter-in-place drills must address and prepare students and school personnel for possible tornado incidents. Other drills shall be based on the needs and environment of particular communities, including severe weather (such as, tornadoes, shear winds, lightning, and earthquakes), incidents involving hazardous materials, and incidents involving weapons of mass destruction.

When contacted by the appropriate local law enforcement agency with a request to conduct and participate in a law enforcement drill, the Superintendent or appropriate designee must conduct a law enforcement drill during the academic year.

Law enforcement drill - This drill prepares students and school personnel for situations calling for the involvement of law enforcement when conditions inside a school building are safer than outside of a school building and it is necessary to protect building occupants from potential dangers in a school building. Law enforcement drills may involve situations that call for the reverse-evacuation or the lock-down of a school building. Incidents requiring a lock-down may include shooting incidents, bomb threats, suspicious persons, and incidents involving hazardous materials. All such drills must be conducted according to this administrative procedure, 4:170-API, *Comprehensive Safety and Crisis Program*, with the participation of the appropriate law enforcement agency. A law enforcement drill may be conducted on days and times when students are not present in the school building.

After a drill in which the local law enforcement participated, the Building Principal should request a certification from the local law enforcement that the law enforcement drill was conducted.

Annual Review. The School Board or its designee will annually review each school building's emergency and crisis response plans, protocols, and procedures, as well as each building's compliance with the school safety drill program.

E. Bomb Threat Plan

Any bomb threat is treated as a danger to all persons in a school building. Staff members shall follow these procedures when a bomb threat is made:

1. The secretary or any person taking the telephone call will attempt to gain as much information as possible from the caller, i.e., the bomb's location, type, when it will explode, and the caller's name, sex, age, and voice tone.
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation. The Building Principal or designee shall announce a "**Code Yellow**" over the public address system to notify the staff a bomb threat was received. All two-way radios should be immediately shut off.
4. The Building Principal will sound the fire alarm and evacuate the building(s).

5. Staff members should note any “**strange**” boxes or packages. **Do not touch anything suspicious.** Report any such item to law enforcement after you have left the building.
6. The Building Principal or designee shall notify the Superintendent’s office; the Superintendent’s office shall notify the Safety Program Coordinator.
7. The Building Principal shall check to ensure everyone has left the building(s).
8. Staff members shall account for everyone by making a roll call check. Names of missing students or staff members will be relayed to the Building Principal.
9. Staff members shall escort the students to a predetermined waiting area that is a safe distance from the school and wait for further instructions.
10. The Building Principal shall assist the police, fire, and public safety officials as needed.
11. After a bomb search is completed, the Building Principal, Safety Program Coordinator, Superintendent, and local law enforcement will determine if the building should be re-entered.
12. If the school cannot be re-entered, the students will be moved to the closest available facility that can safely house them.
13. When a bomb threat is made before lunch, the Building Principal or designee shall coordinate with the food service department to arrange for an alternative lunch plan.
14. If the decision is made to move students to an alternate school, the Building Principal or designee shall so notify the transportation department. Buses will be used if the school is beyond walking distance or if there is inclement weather.
15. The transportation department will make arrangements to have the evacuated students picked up at the regular release time, at the alternate site, by the normal route school buses.
16. When a bomb threat is made during inclement weather, the Building Principal or designee shall notify the transportation department to supply buses for temporary shelters. This should not delay the school’s evacuation.
17. No one shall re-enter the building unless the “**All Clear**” is sounded by the Building Principal. No electronic devices shall be used to recall students into the building.

F. Fire Emergency Procedures

The following emergency actions shall be taken by the appropriate staff member:

1. Pull the fire alarm immediately if you have any reason to suspect a fire may be in the building. If possible, notify the main office, giving as many details as possible.
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation.
4. The Building Principal will sound the fire alarm and evacuate the building(s).
5. The Building Principal or designee shall notify the Superintendent’s office; the Superintendent’s office shall notify the Safety Program Coordinator.
6. Fire extinguishers should be used only after notifying the Fire Department and only if feasible. Fire extinguishers are intended for small fires only. In addition, the user should make sure the fire extinguisher is of the proper type for the fire before using it.
7. When the fire alarm is heard:
 - a. Teachers and supervisors shall be sure that all windows and doors are closed and lights are turned off in their rooms. They should pick-up their class register and grade book and then lead students out of the building according to the evacuation route.

- b. present. If a student is absent who was present before the evacuation, notify the Principal or fire official immediately.

G. Natural Disasters (Tornadoes, Thunderstorms, Severe Winds, Earthquakes)

A natural disaster includes severe weather situations, tornadoes, hazardous material accidents, floods, and earthquakes. The following emergency procedures should be taken:

1. The Building Principal or main office staff will alert staff - the signal is “**Tornado Tone.**”
2. Teachers shall step into the halls to immediately clear them by directing students to the classroom.
3. While in the room, all teachers and students are to maintain sheltered positions.
4. Call 911 if emergency responders are needed.
5. Render first aid, if necessary.
6. The Building Principal or designee will direct designated “couriers” to each classroom notifying the teacher/staff of the situation.
7. Unless the situation requires evacuation, all doors will remain locked and personnel and students will remain stationary until the “**All Clear**” is sounded by the Building Principal.

H. Weapons and Explosives on Campus

Any report of a person armed with a weapon or explosive on campus is a “**Code Red,**” i.e., all doors are locked in offices, classrooms, and halls. The following emergency actions shall be taken by the appropriate staff member:

1. Notify the main office immediately if you have any reason to believe that a weapon or explosive is on school grounds. Give the main office as many details as possible (where, who is involved, type of weapon, and if anyone is injured or is currently being threatened or being held hostage).
2. The main office will immediately call 911.
3. The main office will immediately advise the Building Principal or designee of the situation. The Building Principal or designee shall announce a “**Code Red**” over the public address system to notify staff members to lock all doors.
4. If possible, move students safely away from the armed person. Remain calm while sending people to safety. Do not panic students by telling them that the person is armed.
5. When a “**Code Red**” is called:
 - a. Lock your classroom door, and, if it is your responsibility to do so, lock the hallway doors. Keep your students away from doors. If you hear a weapon fired, tell your students to immediately duck and cover. Remain this way until the Principal sounds the “**All Clear**” or until you are evacuated from your room by law enforcement.
 - b. If you are not in a classroom, move your students to the closest securable room and lock it down.
 - c. If you cannot get to a classroom before shots are fired, have all students duck and cover behind any available barrier or drop and cover if there is nothing to hide behind. Direct them to move to a protected area as soon as possible.
6. The Building Principal or designee shall notify the Superintendent’s office; the Superintendent’s office shall notify the Safety Program Coordinator.
7. School nurses and/or other staff give first aid for victims until emergency medical services takes over. If possible, identify injured students by using name tags or markers on their wrists or ankles.

8. **Note:** If any site becomes involved in a hostage situation, the primary concern is the safety of students and staff. Individuals who take hostages are frequently emotionally disturbed or in a state of panic and the key to dealing with them is to make every attempt to avoid upsetting them any further. Communication must be handled in a non-threatening, non-joking manner. Always remember that it may take very little to cause such persons to become violent.
9. **Note:** Drive-by-shootings usually happen very quickly. The perpetrators of drive-by-shootings usually leave the scene instantly. Staff members who witness such incidents should, without putting themselves into danger, attempt to get as precise a description of the vehicle as possible.

I. Emergency Aid

The Safety Program Coordinator shall supervise an on-going program for the provision of first-aid and emergency care (see 23 Ill.Admin.Code §1.530), that includes at a minimum the following components:

1. First-aid and CPR courses are offered to staff members.
2. Staff members are told how to summon emergency medical care.
3. Adequate first-aid and emergency care equipment are readily accessible, conspicuously marked, and periodically inspected.
4. The District's administrative procedure 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility*, is fully implemented.
5. Each participant in an extracurricular sport must present a completed Certificate of Physical Fitness for Athletics. Parents/guardians are required to report any serious health problem their child might have experienced.
6. Written accident reports are completed by the person having supervision over the student at the time of the accident and shall be immediately sent to the Building Principal who will forward a copy to the Superintendent.
7. An injured student will take priority over everything else. The person having supervision over an injured student shall immediately notify the parents/guardians.

Emergency Phone Numbers:

Safety Coordinator	_____
Poison Control	_____
Hospital	_____
Fire, Police, Ambulance	911

J. Managing a Crisis After the Earliest Stages Are Over

1. The Safety Program Coordinator and Safety Team shall:
 - a. Advise the Superintendent whether or not to maintain normal schedules or dismiss early. This decision will depend on the extent of the crisis and may vary from class to class, or school to school. Formulate plans if school is to be dismissed early.
 - b. Communicate with school counselors.
 - c. Help the designated spokesperson (see "Managing Communications About a Crisis," below) prepare announcements to: (1) students and teachers, (2) telephone inquiries, (3) parents/guardians, and (4) the media.
 - d. Help the designated spokesperson (see "Managing Communications About a Crisis," below) prepare a memo to all teachers giving the facts about the crisis and instructions on how to share the information with students, as well as suggestions for assisting students. This memo may also

- invite the staff to a meeting after school. Also, facilitate a way for the teachers to share their insights, concerns and other pertinent information.
- e. Help the designated spokesperson (see “Managing Communications About a Crisis,” below) prepare a letter to parents/guardians. Include specific factual information about the event; information about how the District is handling the crisis, phone numbers for contact people; information about community resources, including phone numbers and titles of resource books. Some parents/guardians will need to be contacted by phone, particularly if their child’s reaction is severe.
 - f. Supervise pre-designated rooms for media, family, etc.
 - g. Arrange for responsible adults to ride buses in the vacant victims’ seats for the rest of the week.
2. The school counselor, school psychologist, and/or social worker shall:
- a. Stay in close contact with the Safety Team and follow its requests.
 - b. Identify high-risk students, staff, and parents likely to be most affected by the news (e.g., due to relationship with victim, personal history with similar crisis, recent confrontations with affected students, staff member spouses). Target these individuals for extra support.
 - c. Gather and inform closest friends of the victims. Provide support and information to them before the general announcement is made. If certain close friends are absent, assure that a supportive adult gives the news to them. Try to make sure that students who are closest to the victims are picked up by parents at school.
 - d. Provide individual and group counseling as needed.
 - e. Contact parents of affected students with suggestions for support and further referrals. Keep records of affected students and provide follow-up services.
 - f. Establish a self-referral procedure. Make referral forms available.
 - g. Review and distribute open-ended questions to assist teachers with classroom discussion.
3. The Building Principal or designee shall:
- a. Support response efforts, be available for consultation, and defer to the Safety Program Coordinator and/or Superintendent. Overall, the Building Principal should be visible, available, and supportive.
 - b. Notify feeder schools so they can prepare siblings and other students regarding the crisis.
 - c. Provide direction for teachers.
 - d. Contact family of the deceased and inform staff and students about funeral arrangements.
4. Teachers shall:
- a. Provide available information to students and lead classroom discussions, when warranted, that focus on coping. Answer questions without providing unnecessary details. Recognize and honor the various religious beliefs that may help students to cope. Be understanding and receptive to students’ expressions of various emotions.
 - b. Be careful of TV broadcasts in the classroom. Live newscasts can be traumatizing, especially if the students are still at school.
 - c. Identify students who need counseling and refer them to counseling personnel.
 - d. Provide activities to reduce trauma, such as artwork, music, and writing.
 - e. Alter the curriculum as needed.

- f. Discuss funeral procedures when appropriate.
 - g. Know how to get assistance from other professionals should the need arise.
5. The school nurse shall, after all injured students are stabilized and being provided emergency medical services care:
- a. Monitor reactions of traumatized children.
 - b. Inform teachers and children about physical manifestations of grief.
6. Provision for on-going opportunities to deal with the crisis include:
- a. Have additional support staff and outside professionals available.
 - b. Make resources available to teachers who will be dealing with students' reactions.
 - c. Provide a list of suggested readings to teachers, parents, and students.
 - d. Amend crisis response procedures as necessary.
 - e. Write thank-you notes to anyone who provided (or is still providing) support.
 - f. Be alert on crisis anniversaries and holidays. Often students will experience an "anniversary" grief reaction the following month or year on the date of the crisis, or when similar crises occur that remind them of the original crisis. Holidays are often difficult for students who have experienced loss.
 - g. Support and explain the hospital's visitation policy.
 - h. After one week, consider raising the flag back to full mast. Remove the flowers, cards, displays, etc. and get the building back to normal.

K. Managing Communications About a Crisis

The Safety Program Coordinator, with assistance from the Safety Team, is responsible for compiling information and preparing communications concerning a crisis. Staff members having information should provide it to the Safety Program Coordinator or a Safety Team member. **The Safety Program Coordinator or designee serves as the designated spokesperson.** All District communication should come from this source to ensure accuracy and credibility.

All staff members are requested to refrain from spreading information about a crisis unless the information is from the Safety Program Coordinator or designated spokesperson.

Office staff members are not to repeat or give any information within or outside the school unless specifically instructed to do so. They are to direct inquiries to the designated spokesperson.

The designated spokesperson shall make every effort to give the maximum amount of verified information to staff members, students' family members, and the media as quickly as possible. If the media makes reporting errors, the spokesperson should name the specific reporting agency in correcting the facts.

Everyone in the school community can positively affect a crisis situation by:

1. Staying calm and helping to bring the situation under control.
2. Avoid speculating as to the incident's cause.
3. Avoid allocating blame.
4. Helping school and law enforcement officials gather the facts - who, what, where, when, why, how, and what's next.
5. Being truthful.

6. Deferring all media requests to the designated spokesperson.
7. Comforting and supporting each other.

L. Required Notices

A school staff member shall immediately notify the office of the Building Principal if he or she: (1) observes any person in possession of a firearm on or around school grounds; however, such action may be delayed if immediate notice would endanger students under his or her supervision; (2) observes or has reason to suspect that any person on school grounds is or was involved in a drug-related incident; or (3) observes a battery committed against any staff member. Upon receiving such a report, the Building Principal or designee shall immediately notify the local law enforcement agency, State Police, and any involved student's parent/guardian. "School grounds" includes modes of transportation to school activities and any public way within 1000 feet of the school, as well as school property itself.

Ref: _____

Date Est.: April 21, 2009

Date Revised: _____

Exhibit - Letter to Parents/Guardians Regarding Educational Programs about the Dangers of Underage Drinking On District letterhead

Date

Re: Underage Drinking

Dear Parent(s)/Guardian(s):

Your child's wellbeing in and out of school is important to us. One area of concern for parents/guardians and educators across the country is underage drinking. Alcohol use can cause destructive behavior that has consequences for your child's health, behavior, and school performance regardless of when and where consumption takes place. It can also lead to increases in risky behavior.

According to the National Institute of Health (NIH), in cases of alcohol-involved drivers, the rate of fatal crashes for drivers between 16 and 20 years old is more than twice that for drivers older than 20. The NIH and the Centers for Disease Control and Prevention indicate that regular alcohol consumption by minors also corresponds to increased rates of suicide, sexual assault, high-risk sex, fighting, crime, and alcohol dependence. No one fully understands the lifetime consequences of alcohol consumption on the developing brain, but studies have shown weakened memory, and worsening of school performance due to increased truancy and learning impairments.

It is illegal for any person under 21 years of age to acquire, possess, or consume alcoholic beverages. District policies prohibit alcohol use by students. District policies also prohibit your child from (a) alcohol use, possession, distribution, purchase, or sale at school or school functions, and (b) attending school or school functions under the influence of alcohol. Below is a listing of some relevant Illinois laws that apply to underage drinking.

Zero Tolerance

Any person under the age of 21 who has consumed alcohol and operated or been in actual physical control of a motor vehicle may be requested to submit to tests to determine alcohol content. If that person refuses the test or has an alcohol concentration greater than .00, his or her driver's license will be suspended for 3 months to one year (625 ILCS 5/11-501.1(c)).

Consumption of Alcohol by Minor

Consumption of alcohol by a minor is a Class C misdemeanor. Minors convicted of alcohol possession in a public space face up to six months in jail and a \$500 fine, plus court costs and court-ordered evaluations and counseling. If a person under the age of 21 pleads guilty to, or is found guilty of, consuming alcohol while under the age of 21, he or she will lose his or her driving privileges for at least 3 months, even if the person was not driving, and even if he or she gets court supervision (a non-conviction sentence) (235 ILCS 5/10-1(e) and 625 ILCS 5/6-206(a)(43)).

Fake Identification

Conviction for using a fake ID to obtain alcohol is a Class A misdemeanor. Punishment carries a fine of not less than \$500 and requires at least 25 hours of community service. It may also affect driving privileges. If possible, any community service must be performed for an alcohol abuse prevention program (235 ILCS 5/6-16(a)(i) and 625 ILCS 5/6-206(a)).

Criminal Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who furnishes alcohol to a minor, or who allows his or her residence to be used for the unlawful possession or consumption of alcohol by minors, may be charged with a Class A misdemeanor punishable by a fine and/or jail for up to 1 year. Where a violation directly or indirectly results in great bodily harm or death to any person, the crime is a class 4 felony, punishable by 1 to 3 years in prison and up to a \$25,000 fine (235 ILCS 5/6-16(a-1)).

Civil Liability for Parent(s)/Guardian(s)

Any parent/guardian or other adult who provides alcohol (such as at a home party) may be liable in a civil action for monetary damages totaling up to \$100,000. The action may be sought by someone who suffers personal injury,

loss of support, or property loss through the actions of an intoxicated minor whose intoxication resulted from a parent/guardian or another adult giving the minor alcohol (235 ILCS 5/6-21).

Driving Under the Influence (DUI)

Driving while under the influence of alcohol is a Class A misdemeanor punishable by fine and/or jail for up to one year. By driving a motor vehicle anywhere in Illinois, a person gives *implied consent* to a test to determine the alcoholic/drug content of his/her blood. If a person refuses to submit to the test, his/her license will automatically be suspended (625 ILCS 5/11-501).

Illegal Transportation of Open Liquor

It is unlawful for any person to transport, carry, possess, or have any alcoholic liquor within the passenger area of any motor vehicle except in the original container and with the seal unbroken (625 ILCS 5/11-502).

In conclusion, our District encourages you to partner with the school community to prevent underage drinking by our students. For more information on underage drinking and how to talk to your child about it, please see the following links:

pubs.niaaa.nih.gov/publications/MakeADiff_HTML/makediff.htm

www.centurycouncil.org/underage-drinking/parents

www.samhsa.gov/underagedrinking/

Sincerely,

Superintendent

Administrative Procedure - Criminal Offender Notification Laws

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See School Board policies 4:170, *Safety*; 8:30, *Visitors to and Conduct on School Property*; and administrative procedure 8:30-AP, *Definition of Child Sex Offender*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.*, and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105, amended by P.A. 97-154. These laws are hereafter referred to as “offender notification laws.” See also policy 4:170, *Safety*.
3. The School Code (105 ILCS 5/10-21.9, amended by P.A. 97-607) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. It requires any person hired by the District to submit to a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual’s *Criminal History Records Information* (CHRI) and (b) the FBI’s national crime information databases. The law also requires a school district to check two Illinois offender databases for each applicant, which are (a) the Statewide Sex Offender Registry, www.isp.state.il.us/sor/ and (b) the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. See Board policy 5:30, *Hiring Process and Criteria*; administrative procedure 5:30-AP2, *Investigations*, and ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf.

Note: A District may also check the National Sex Offender Public Registry, www.nsopr.gov; however, the same information will likely appear in the information furnished by the FBI.

4. The provisions in the School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See Board policy 4:170, *Safety*.
5. Conviction of an offense listed in 105 ILCS 5/10-21.9, amended by P.A. 97-607, results in the automatic revocation of the individual’s certificate (105 ILCS 5/21-23a, repealed by P.A. 97-607 and moved to 105 ILCS 5/21B-80).
6. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4:170, *Safety*.

Receipt of the Information from Law Enforcement

The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District’s official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

Upon receiving a list of sex offenders or violent offenders against youth from law enforcement, the Superintendent or Building Principal, or designees, shall determine if anyone is listed who is currently a District employee, student teacher, or school volunteer.

In addition, the Superintendent and/or Building Principal(s) shall screen individuals who are likely to come in contact with students at school or school events as follows:

Volunteers

Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is supervising or whose services are being used as soon as that person is identified. The Building Principal or designee shall immediately screen the volunteer's name and address against the: (1) Dru Sjodin National Sex Offender Public Website (NSOPW), www.nsopr.gov, (2) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (3) the Illinois Murderer and Violent Offenders Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.

If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she may not be used as a volunteer. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

While volunteers are not subject to a criminal history records check requirement like District employees, the District may require the same fingerprint-based criminal history records check required of student teachers. See ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf and **Student Teachers**, below. The law is not clear whether the volunteer or the District pays the cost of this check, but funds from any ADA School Safety and Educational Improvement Block Grant may be used to pay for fingerprint-based criminal history records checks.

Student Teachers

The District will perform a fingerprint-based criminal history records check pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1) (ISP) and the Adam Walsh Child Protection and Safety Act (P.L. 109-248) (FBI). The Superintendent will receive the records of convictions (unless expunged) from the fingerprint-based criminal history records check. See 105 ILCS 5/10-21.9(g) and ISBE's non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf. See also 5:30-AP2, *Administrative Procedure- Investigations*. Prior to participating in any field experiences in the District, each student teacher must provide written authorization for, and pay the costs of, his or her fingerprint-based criminal history records check. (Id. and 20 ILCS 2635 (7)(A)). Each student teacher will be provided with a copy of the report (Id.) Every new student teaching experience will require a new background check.

In addition, the Superintendent shall also screen the student teacher's name and address against the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/.

Students Doing Field or Clinical Experience other than Student Teaching

The Building Principal shall screen the name and address of each student seeking to do any field or clinical experience other than student teaching in the school as described above for volunteers. If a match is found, the Building Principal and Superintendent shall proceed as above for volunteers.

The District may also require the same fingerprint-based criminal history records check required of student teachers prior to a student beginning any field or clinical experiences other than student teaching in the District. See **Student Teachers**, above. The cost of this check will be paid for by the student seeking the experience.

Contractors' Employees

The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

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, amended by P.A.s 97-248 and 97-607, or who is listed in the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry. The contractor shall make every employee who will be sent to any school building or school property available to the District for the purpose of submitting to a fingerprint-based criminal history records check pursuant to 105 ILCS 5/10-21.9. The check shall occur before any employee or agent is sent to any school building or school property. The contractor will reimburse the District for the costs of the checks. The District must also provide a copy of the report to the individual employee, but is not authorized to release it to the contractor. Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Illinois Sex Offender Registry or the Illinois Murderer and Violent Offender Against Youth Registry.

If a staff member at any time becomes aware or suspicious that a contractor's employee is a sex offender or violent offender against youth, the employee shall immediately notify the Superintendent. The Superintendent shall screen the name of the individual as described in **Volunteers**, above and/or contact the contractor.

If another school district requests a copy of a criminal history records check that the District conducted on a contractor's employee within the last year, the District will share it with the requesting school district. P.A. 97-248 requires the District to share the information and allows a school district to rely on the checks done by another district that are less than one year old. **Note:** Unless notified by the individual whose criminal history records are being checked or by the ISP that the information furnished in its criminal history records information (CHRI) report is inaccurate or incomplete, the District cannot be liable for damages to any person to whom the CHRI pertains for actions that the District reasonably took in reliance on the accuracy and completeness of CHRI report (20 ILCS 2635/7(A)(3)).

Individuals in the Proximity of a District's School

Each time a list of sex offenders and/or violent offenders against youth is received from a law enforcement official, the Building Principal shall review it to determine if anyone listed lives in the proximity of his or her school. The Building Principal shall attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

Employees

All applicants considered for District employment shall submit to a fingerprint-based criminal history records check, according to State law and Board policy 5:30, *Hiring Process and Criteria*, and administrative procedure 5:30-AP2, *Investigations*. See 105 ILCS 5/10-21.9, amended by P.A. 97-607.

Each time a list of sex offenders or violent offenders against youth is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the Board if a match is confirmed. The Board President will contact the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.

Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, www.isp.state.il.us/sor/, and the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/101 *et seq.*, and exhibit 4:170-AP2, E1, *Informing Parents About Offender Community Notification Laws*.

Requests for additional information shall be referred to local law enforcement officials.

CROSS REF.: 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADMIN. PROC.: 4:170-AP2, E1 (Informing Parents About Offender Community Notification Laws), 5:30-AP2 (Investigations), 6:250-AP (Securing and Screening Resource Persons and Volunteers), 6:250-E (Resource Person and Volunteer Information Form and Waiver of Liability), 8:30-AP (Definition of Child Sex Offender), 8:30-E1 (Letter to Parent Regarding Visits to School by Child Sex Offenders), 8:30-E2 (Child Sex Offender's Request for Permission to Visit School Property)

Date Established: _____

Date Revised: 5/14/2013

Exhibit - Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting

On District letterhead

Re: Preventing and Reducing Incidences of Sexting

Dear Parent(s)/Guardian(s):

Many parents are unfamiliar with *sexting*. It is generally defined as sending, sharing, viewing, receiving or possessing *indecent visual depictions* of oneself or another person using a cell phone. A student will be disciplined for sexting at school.

Discussing sexting and its legal and social consequences with your children may prevent and reduce incidences of it at school and elsewhere. A recent survey revealed that about 20 percent of teen boys and girls have sent sext messages. It can cause enormous emotional pain for the students involved, often with legal implications. The following talking points from the American Academy of Pediatrics may help start the discussion:

* Introduce the issue as soon as a child is old enough to have a cell phone. Even if the issue hasn't directly impacted your school building's community, ask "have you heard of sexting?" "Tell me what you think it is." Learn what your child's understanding is and add an age appropriate explanation. For more information about starting age appropriate discussions, see *The New Problem of Sexting* subhead on the American Academy of Pediatrics website at: www.aap.org/advocacy/releases/june09socialmedia.htm.

* Make sure children of all ages understand that the District's student discipline policy prohibits sexting at school, and that it is further punishable in Illinois through the Juvenile Court Act and The Criminal Code of 2012.

* Collect cell phones at gatherings of tweens and teens. Experts have noted that peer pressure can play a major role in sexting, with attendance at parties being a major contributing factor.

* Monitor the media for stories about sexting that illustrate the consequences for both senders and receivers of these images. Ask "Have you seen this story?" "What did you think about it?" "What would you do if you were this child?"

* Rehearse ways your child can respond if asked to participate in sexting.

For more information on sexting and how to talk to your children about it, please see the following links:

www.aap.org/advocacy/releases/june09socialmedia.htm;

www.education.com/magazine/article/child-sexting-parents/;

www.athinline.org.

Sincerely,

Superintendent

Date Established: _____

Date Revised: 10/21/2014

Administrative Procedure - Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED

The following operations implement School Board policy 4:170, *Safety*, requiring a plan for responding to medical emergencies at a physical fitness facility. These operations shall be completed consistent with the Physical Fitness Facility Medical Emergency Procedures Act, 210 ILCS 74/, and the Illinois Department of Public Health Rules, Part 527, Physical Fitness Medical Emergency Preparedness Code. Any definitions of terms found in this Act and IDPH implementing Rules are used as the definitions of those terms in this procedure.

Actor	Action																
Superintendent or designee	<p>Appoints a staff member to coordinate the operations in this Procedure who will be known as the "Plan Coordinator."</p> <p>Plan Coordinator:</p> <table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td>Name</td> <td>Position</td> </tr> </table> <p>Files this plan with the Dept. of Public Health, Division of EMS & Highway Safety, 500 E. Monroe - 8th Floor, Springfield, IL 62701. 77 Ill.Admin.Code §527.400(a). Files an updated plan with the IDPH after a change in the facility that affects the ability to comply with a medical emergency, such as the facility was closed for more than 45 days. 77 Ill.Admin.Code §527.400(c).</p> <p>Dates plan submitted:</p> <table border="0" style="width: 100%;"> <tr> <td style="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black; width: 50%;"></td> <td style="border-bottom: 1px solid black; width: 50%;"></td> </tr> </table> <p>Decides, with input from the Plan Coordinator, the schedule for purchasing AEDs. 210 ILCS 74/50.</p> <p>Indoor Facility - Every district must have all applicable facilities equipped with an AED.</p> <p>Outdoor Facility - A district with 4 or fewer physical fitness facilities must have at least two such facilities in compliance; its third facility by July 1, 2011; and its fourth facility by July 1, 2012. A district with more than 4 physical fitness facilities must have 50% of those facilities in compliance; 75% by July 1, 2011; and 100% by July 1, 2012.</p> <p>If the AED becomes inoperable, the district must replace or repair it within 30 days. Persons using the facility must be notified if an operable AED is not on the premises. 77 Ill.Admin.Code §527.600.</p> <p>Designates each Building Principal as the individual who must be notified in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center; width: 50%;">Building</td> <td style="text-align: center; width: 50%;">Office Contact</td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> <td style="border-bottom: 1px solid black;"></td> </tr> </table> <p>Follows the requirements of 77 Ill.Admin.Code §525.500 upon receiving a</p>			Name	Position					Building	Office Contact						
Name	Position																
Building	Office Contact																

Actor	Action																
	<p>completed report that an AED was used (4:170-AP6, E2, <i>Automated External Defibrillator Incident Report</i>).</p>																
<p>Plan Coordinator</p>	<p>Responsibilities Concerning Emergency Responders</p> <p>With the Building Principal, identifies all staff members who, through their education or training, are appropriate emergency responders for specific facilities. If possible, train all emergency responders in CPR and AED use.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Facility</td> <td style="width: 50%; text-align: center;">Emergency Response Providers</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <p>Responsibilities Concerning AED Users</p> <p>Determines the appropriate number of trained AED users and anticipated rescuers or users needed for each facility equipped with an AED. Each facility with an AED must have at least one trained AED user on staff during staffed business hours (210 ILCS 74/15 and 77 Ill.Admin.Code §527.600) and take reasonable measures to ensure that anticipated rescuers or users are trained pursuant to 410 ILCS 4/15 and 77 Ill.Admin.Code §527.800.</p> <p>Working with the Building Principal, identifies trained AED users and requests that other appropriate staff members and anticipated rescuers or users become trained.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">Facility</td> <td style="width: 50%; text-align: center;">Trained AED Users</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table> <p>Responsibilities Concerning AED Registration</p> <p>Coordinates with local emergency medical services systems. 77 Ill.Admin.Code §527.500.</p> <p>Notifies an agent of the local emergency communications or vehicle dispatch center of the existence, location, and type of the automated external defibrillator (410 ILCS 4/20(b); 77 Ill.Admin.Code §527.500).</p> <p>Cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code § 515.350). 77 Ill.Admin.Code §525.500.</p> <p>Responsibilities Concerning Location of AED and Other First Aid Equipment</p> <p>Indoor Facility - Decides, with input from the Building Principal or designee, where to place the AED and other first aid equipment so that their location will be conspicuous, easily accessible, and convenient; the AED must be mobile and accessible at all times. 77 Ill.Admin.Code §527.600.</p> <p>Outdoor Facility – Ensures that the AED is placed within 300 feet of the outdoor facility in an open building with unimpeded access that has marked directions to the location of the AED at its entrances. 77 Ill.Admin.Code §527.600 (c).</p>	Facility	Emergency Response Providers	_____	_____	_____	_____	_____	_____	Facility	Trained AED Users	_____	_____	_____	_____	_____	_____
Facility	Emergency Response Providers																
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Actor	Action								
	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">Facility</td> <td style="width: 50%; text-align: center; border-bottom: 1px solid black;">First Aid & AED Location</td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black;"> </td> </tr> </table> <p>Keeps a copy of the AED’s manual with the AED. 77 Ill.Admin.Code §527.700(b).</p> <p>Responsibilities Concerning Notification and Posting</p> <p>Along with the Building Principal, notifies all staff members of the location of any AEDs as well as the instructions for responding to medical emergencies. 77 Ill.Admin.Code §527.800(b).</p> <p>Responsibilities Concerning Training</p> <p>Coordinates, with input from the Building Principal, the training of: (1) all staff members who regularly supervise students in physical fitness facilities in the use of CPR and, if appropriate, AEDs, and (2) any non-employee coaches, instructors or other similarly situated anticipated rescuers or users. 77 Ill.Admin.Code §527.800 and 210 ILCS 74/15(b-5) and (b-10).</p> <p>Responsibilities Concerning Instructions for Responding to Medical Emergencies</p> <p>Along with the Building Principal, notifies all facility staff of the location of any AEDs and the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p>Coordinates, along with the Building Principal, the posting of the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.800(b).</p> <p>Responsibilities Concerning Maintenance and Testing of AEDs</p> <p>Ensures that all AEDs are maintained and tested according to manufacturer’s guidelines. 77 Ill.Admin.Code §527.700(a).</p> <p>Keeps a copy of the maintenance and testing manual at the facility and keeps a copy of the manual with each AED. 77 Ill.Admin.Code §527.700(b).</p>	Facility	First Aid & AED Location						
Facility	First Aid & AED Location								
Building Principal	<p>In a conspicuous place in the physical fitness facility, posts: (1) the list of all staff members who are emergency responders, and (2) the <i>Step-by-Step Emergency Response Plan</i> described below. 77 Ill.Admin.Code §527.400(a).</p> <p>Posts a notice at the facility’s main entrance stating that an AED is located on the premises.</p> <p>Receives notice in the event of a medical emergency. 77 Ill.Admin.Code §527.400(a).</p>								
School Nurse(s)	<p>Along with the Plan Coordinator, helps staff members understand the instructions for responding to medical emergencies.</p> <p style="padding-left: 40px;">These instructions must provide that the AED should be operated only by trained AED users, unless the circumstances do not allow time to be spent waiting for a trained AED user to arrive. 77 Ill.Admin.Code §527.800(c).</p>								
Trained AED User(s) and/or Other Emergency Responder(s)	<p>According to their training, uses appropriate emergency responses upon the occurrence of any sudden, serious, and unexpected sickness or injury that would lead a reasonable person, possessing an average knowledge of medicine and health, to believe that the sick or injured person required</p>								

Actor	Action
	<p>urgent or unscheduled medical care. 77 Ill.Admin.Code §527.400(a).</p> <p>According to their training, uses the AED to help restore a normal heart rhythm when a person’s heart is not beating properly. 77 Ill.Admin.Code §527.400(a).</p> <p>Calls 9-1-1 for medical emergencies and whenever an AED is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Informs the Building Principal whenever the AED or other emergency response is used. 77 Ill.Admin.Code §527.400(b).</p> <p>Whenever an AED is used, cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete a Data Collection and Submission report about the use of the AED (77 Ill.Admin.Code §515.350). 77 Ill.Admin.Code §525.500.</p>
All Facility Staff Members and Users	<p>Follow the <i>Step-by-Step Emergency Response Plan</i> described below:</p> <ol style="list-style-type: none"> 1. Immediately notify the building’s emergency responder(s) whose contact information is posted in the facility. Under life and death circumstances call 9-1-1 without delay. 2. Bring the first aid equipment and AED to the emergency scene. The AED should be operated only by trained AED users for the intended purpose of the AED, unless the circumstances do not allow time for a trained AED user to arrive. 3. Immediately inform the Building Principal or designee of the emergency. 4. The emergency responder will take charge of the emergency. This person will apply first aid, CPR, and/or the AED, as appropriate. 5. If necessary, the emergency responder instructs someone to call 9-1-1, providing the location in the building and which entrance to use. This person should make sure someone is sent to open the door for paramedics and guide them to the scene. 6. When paramedics arrive and assume care of the victim, the emergency responder or other staff person notifies the victim’s parent/guardian or relative. 7. If an AED was used, the person using it cooperates and provides any information requested by the local emergency communications or vehicle dispatch, so they can complete the Data Collection and Submission report about the use of the AED. If appropriate, a supervising staff member completes an accident report. 8. If an adult refuses treatment, the emergency responder documents the refusal and, if possible, asks the adult to sign a statement stating that he or she refused treatment.

Date Established: _____

Date Revised: 5/14/13_____

Exhibit - Automatic External Defibrillator Incident Report

To be completed by the person who used the AED

Patient name: _____ Age: _____

Patient identification: Student Parent Other: _____

Date of incident: _____ Description of incident: _____

Name of person who determined victim's unresponsiveness: _____

Name of person applying AED: _____

Number of times patient was defibrillated: _____

Time 9-1-1 was called: _____

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

Heart rhythm: _____

Time EMS arrived: _____

Patient vitals after arrival of EMS: Breathing Yes No
Pulse Yes No

Heart rhythm: _____

Patient transported to: _____

List series of events from start of emergency until conclusion:

Forward completed incident report to the Superintendent. Upon receipt, the Superintendent or designee shall send or fax this incident report to the EMS System Resource Hospital.

Signature of person who administered AED

Date

Address

Telephone

Administrative Procedure - Targeted School Violence Prevention Program

Threat assessment procedures work best when incorporated into an overall Targeted School Violence Prevention Program (Program) strategically developed and collectively implemented by local school officials, District staff, student body members, and the community. Under a properly implemented Program, schools can respond to student behavior that raises safety concerns. This administrative procedure contains four sections as follows:

1. Glossary of Terms
2. Targeted School Violence Plan
3. Preparedness for a Targeted School Violence Crisis, Response, and Recovery
4. Threat Assessment (Three Phases)
 - Phase One: Identification
 - Phase Two: Investigation
 - Phase Three: Response

Glossary of Terms

Threat - An expression of intent to harm someone that may be spoken, written, or communicated in some other way.

Targeted School Violence - Includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity.

Targeted School Violence Prevention Program (Program) - The overall process used to create a District and school environment that is conducive to learning by identifying, managing, and preventing threats and acts of Targeted School Violence.

Targeted School Violence Prevention Plan (TSVP Plan) - The strategic procedures used to integrate a Targeted School Violence Prevention Program into a District's existing policies and procedures.

School Violence Prevention Team (SVP Team) - A District level team that the Superintendent creates to develop a Targeted School Violence Prevention Plan and oversee the District's Targeted School Violence Prevention Program and anti-bullying program. The SVP team utilizes the expertise of its members to ensure that the District develops school violence prevention plans that comply with applicable civil rights and other federal and State laws.

Threat Assessment - A rational approach to prevent school violence through evaluating students that demonstrate potentially dangerous behavior. Developed by the U.S. Secret Service and adapted for use in school settings, it aims to first assess the seriousness of the threat and then the appropriate response to resolve it and ultimately prevent an act of Targeted School Violence.

Threat Assessment Team - A building-level team that performs a threat assessment when activated by the Building Principal.

It may include the Building Principal, Assistant Building Principal, School Resource Officer, School Psychologist, and School Counselor or Social Worker.

Targeted School Violence Prevention Plan

Following are the strategic procedures to integrate a Targeted School Violence Prevention Program into the District's existing policies and procedures.

Actor	Action
Superintendent	<p>Select a School Violence Prevention Team (SVP Team) from throughout the community to include:</p> <ul style="list-style-type: none"> Building Principals (Building Principals are mandatory for successful implementation of a TSVP Plan). District Safety Team Program Coordinator (see 4:170-AP1, <i>Comprehensive Safety and Crisis Program, Part A, Safety Team</i>) Teachers Law enforcement representatives Board attorney District psychologist(s) Mental health workers and/or social service agencies Faith leaders Community members Students <p>Chair and convene SVP Team meetings for purpose of completing District-level TSVP Plan.</p> <p>Determine whether to recommend that the Board assess the District's conditions for development and learning (see 7:180-AP1, <i>Prevention, Identification, Investigation, and Response to Bullying and School Violence</i> for resources and more discussion).</p> <p>Inform School Board of the SVP Team's progress and needs by adding information item to Board's agendas as needed.</p>
SVP Team	<p>Develop processes to identify, assess, and manage threatening communications and situations.</p> <p>Identify policies and procedures which possibly affect a TSVP Plan, including but not limited to:</p> <ul style="list-style-type: none"> 1:20, <i>District Organization, Operations, and Cooperative Agreements</i> 2:150, <i>Committees</i> 2:240, <i>Board Policy Development</i> 3:40, <i>Superintendent</i> 3:60, <i>Administrative Responsibility of the Building Principal</i> 4:170, <i>Safety</i> 5:100, <i>Staff Development Program</i> 5:130, <i>Responsibilities Concerning Internal Information</i> 5:230, <i>Maintaining Student Discipline</i> 6:65, <i>Student Social and Emotional Development</i> 6:120, <i>Education of Children with Disabilities</i> 6:235, <i>Access to Electronic Networks</i> 7:20, <i>Harassment of Students Prohibited</i> 7:130, <i>Student Rights and Responsibilities</i> 7:140, <i>Search and Seizure</i> 7:150, <i>Agency and Police Interviews</i> 7:170, <i>Vandalism</i> 7:180, <i>Preventing Bullying, Intimidation, and Harassment</i> 7:190, <i>Student Discipline</i> 7:200, <i>Suspension Procedures</i> 7:210, <i>Expulsion Procedures</i>

Actor	Action
	<p>7:230, <i>Misconduct by Students with Disabilities</i> 7:250, <i>Student Support Services</i> 7:340, <i>Student Records</i> 8:10, <i>Connection with the Community</i> 8:95, <i>Parental Involvement</i> 8:100, <i>Relations with Other Organizations and Agencies</i></p> <p>Recommend, through the Superintendent, all policy changes to the School Board for consideration. See policy 2:240, <i>Board Policy Development</i>.</p> <p>Appoint Building Principals or designees as a “point of contact” to encourage and accept reports of threats.</p>
Building Principal	<p>Establishes and leads building level Threat Assessment Teams consisting of available personnel such as the Assistant Principal, School Counselor/School Psychologist, and School Law Enforcement/Resource Officer. (The building level team composition can be adapted to meet the staffing patterns for different schools and may include other disciplines.)</p> <p>Ensures 4:170 AP1, <i>Administrative Procedure - Comprehensive Safety and Crisis Program, Part C, Site Based Safety Plan</i>, is available throughout schools (do not limit to office); distributes to and discusses with local law enforcement; regularly reviews plan with the building staff.</p> <p>Publicizes and educates staff, parents/guardians, students, and community members: (1) to report students and situations of concern to any school administrators or other authorities (i.e., local law enforcement), and (2) how school officials will address these concerns. This can be accomplished by distributing 4:170-AP7, E3, <i>Targeted School Violence Prevention and Threat Assessment Education</i> and 7:180-AP1, E2, <i>Be a Hero by Reporting Bullying and School Violence</i>, and discussing what Threat Assessment Teams are and what they do when they learn of threats and/or school violence.</p> <p>Assess the feasibility of forming an anonymous tip line and organizing its management.</p> <p>When a tip or concern is raised, proceed with Threat Assessment - Phase One: Identification of Threat procedures.</p> <p>Provide follow-up acknowledgements to those who provide information, e.g., “we appreciate your bringing this situation to our attention” or “we have carefully considered the information you shared with us.”</p>
School Board	<p>Monitor 4:170, <i>Safety</i>, and make changes recommended by the SVP Team. See policy 2:240, <i>Board Policy Development</i>.</p> <p>Provide both the SVP and Threat Assessment Teams with appropriate resources. This may include providing resources to and access for staff to professional development opportunities. These opportunities should train staff to properly respond to students who provide them with information about a threat or school safety concern.</p>
Superintendent/Building Principal	<p>Ensures the student disciplinary policies referred to in student handbooks notify students that threatening behavior could subject a student to disciplinary consequences. See 7:180, <i>Preventing Bullying, Intimidation, and Harassment</i> and 7:190, <i>Student Discipline</i>.</p>

Actor	Action
	Ensures that staff responds to students who provide them with information about a threatening or disturbing situation.

Preparedness for a Targeted School Violence Crisis, Response, and Recovery

This portion follows 4:170-API, *Comprehensive Safety and Crisis Program* and suggests additional steps specific to preparing for a Targeted School Violence crisis that school officials may want to incorporate in the District’s existing Safety and Crisis Program.

Actor	Action
Superintendent, Building Principal, and SVP Team	Examines 4:170-API, <i>Comprehensive Safety and Crisis Program</i> procedures and recommend any changes to existing procedures to Superintendent or Safety Team Program Coordinator.
Safety Team Program Coordinator	<p>Meet with SVP Team to foster an understanding of what additional items the District’s Safety Team might add to its procedures to accomplish a response and recovery.</p> <p>Add an agenda item to the 4:170-API, <i>Comprehensive Safety and Crisis Program, Part A. Safety Team</i> meetings specific to Targeted School Violence; consider inviting the Board attorney and local law enforcement and emergency responders to this meeting.</p> <p>Note: During a crisis, legal counsel will be a crucial part of crisis response and management (but not necessarily public relations and communication) because school officials must make split second decisions, often with legal consequences to the District; local law enforcement’s familiarity with the identity of the District’s legal counsel <i>before</i> a crisis occurs will assist with a faster connection between legal counsel and the school officials involved in the early stages of a Targeted School Violence Crisis the immediate response to it.</p> <p>Consider designating a trained public relations and communication manager to inform parents and the community during a crisis and to keep pace with social media information.</p>
Superintendent and Building Principal(s)	<p>For crisis preparedness and response, ensure:</p> <p>4:170-API, <i>Comprehensive Safety and Crisis Program, Part I Site Based Safety Plan</i>, reflects each individual building’s needs.</p> <p>4:170-API, <i>Comprehensive Safety and Crisis Program, Part D School Safety Drill Program</i>, supports a TSVP Plan, specifically consider whether to add a law enforcement drill if the school does not already participate.</p> <p>4:170-API, <i>Comprehensive Safety and Crisis Program, Part H</i> reflects the District’s and each building’s needs, especially the section on “Weapons and Explosives on Campus.” It also ensures that multiple copies of these plans exist, and it directs that appropriate persons have access to the plans, e.g., local law enforcement authorities, etc. One copy in the Building Principal’s office is insufficient.</p> <p>For crisis recovery, ensures:</p> <p>4:170-API, <i>Comprehensive Safety and Crisis Program, Parts J and K</i>, reflects District needs and that the Board attorney is aware of the plans.</p> <p>Recommend to the Safety Team Program Coordinator any other additional crisis recovery items that the safety team deems necessary.</p>

Threat Assessment

The procedures of this section rely heavily upon Building Principals to lead Threat Assessment Teams through the use of 4:170-AP7, E1, E2, and E3 to identify, assess, and manage threatening behavior.

Phase One: Identification of Threat

Actor	Action
Anyone	Identifies student or situation to applicable Building Principal.
Building Principal (alone or with Threat Assessment Team)	<p>Assesses the question: “How much time do we have?” If time is critical, proceeds directly to the crisis management procedures outlined in 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i> (this procedure outlines when to involve law enforcement).</p> <p>Notifies the Superintendent.</p> <p>If 4:170-AP1, <i>Comprehensive Safety and Crisis Program</i> is not immediately necessary, uses 4:170-AP7, E1, <i>Threat Assessment Decision Tree</i>, and follows steps to evaluate the threat (generally, a Building Principal can quickly resolve the first three steps without engaging the full Threat Assessment Team in a comprehensive threat assessment).</p> <p>Step 1: Evaluate threat.</p> <p>Using 4:170-AP7, E2, <i>Threat Assessment Documentation and Response</i>, thoroughly and promptly collects information and evaluates threat by:</p> <ol style="list-style-type: none">1. Interviewing student with a standard set of questions and documenting the facts;2. Notifying the student’s parent(s)/guardian(s) (use 7:190-E1, <i>Aggressive Behavior Reporting Letter and Form</i>, when appropriate);3. Notifying the parent(s)/guardian(s) of the target(s); and4. Assessing the need for confidentiality of the information gathered from students and other witnesses during the threat assessment investigation and response phases. <p>Step 2: Decide whether threat is clearly transient or substantive.</p> <p>Considers the context of how the threat was made and categorizes the level of risk as transient or substantive. The most important distinction between transient and substantive threats is that substantive threats require protective action to prevent the threat from being carried out. Serious discipline violations do not always constitute substantive threats.</p> <p>Transient threats proceed to Step 3: Respond to transient threat.</p> <p>Substantive threats skip Step 3 and proceeding directly to Step 4: Assess whether the substantive threat is serious or very serious, below using Threat Assessment - Phase Two: Investigation.</p> <p>Step 3: Respond to transient threat.</p> <p>When the threat is transient, the full threat assessment team does not need to perform a comprehensive threat assessment; determines appropriate management and discipline considerations and responds accordingly. When a transient threat is sparked by an argument or conflict, may involve other Threat Assessment Team members to determine the appropriate management and discipline considerations</p>

Actor	Action
	<p>to resolve the problem.</p> <p>See policies 7:190, <i>Student Discipline</i>; 7:180, <i>Preventing Bullying, Intimidation, and Harassment</i>; and/or 6:120, <i>Education of Children with Disabilities</i>.</p>

Phase Two: Investigation

Actor	Action
<p>Building Principal and Threat Assessment Team</p>	<p>Step 4: Assess substantive threat as serious or very serious.</p> <p>Keep Superintendent informed.</p> <p>Assess whether the threat is <i>serious</i> or <i>very serious</i> by examining the intended severity of the threatened injury/action. Consult with notes on 4:170-AP7, E2, <i>Threat Assessment Documentation and Response</i>.</p> <p><i>Serious threats</i> (generally threats to physically harm) proceed to Step 5.</p> <p><i>Very serious threats</i> (generally threats involving the use of a weapon, murder, sexually assault, or severely injure others) skip Step 5, proceeding directly to Step 6 below in Threat Assessment - Phase Three: Response, Local Law Enforcement.</p> <p>Manage the student of concern; consider contacting the Board Attorney; and ensure discreteness of situation. See, 7:130, <i>Student Rights and Responsibilities</i>; 7:140, <i>Student Search and Seizure</i>; 7:180, <i>Preventing Bullying Intimidation and Harassment</i>; 7:250 <i>Student Support Services</i>; and 7:250-AP2 <i>Protocol for Responding to Students with Social Emotional, or Mental Health Problems</i>.</p> <p>Step 5: Respond to serious substantive threat.</p> <p>Notify and protect all potential target(s) and notify their parents/guardians. Use 4:170-AP7, E2, <i>Threat Assessment Documentation and Response</i>, to ensure that protective action reflects the circumstances of the threat.</p> <p>Caution the student about the consequences of carrying out the threat and keep student’s parent(s)/guardian(s) informed.</p> <p>Determine the appropriate management and discipline considerations to resolve the problem. See 6:120, <i>Education of Children with Disabilities</i>; 7:190, <i>Student Discipline</i>; 7:200, <i>Suspension Procedures</i>; and 7:210, <i>Expulsion Procedures</i>.</p>

Phase Three: Response

Actor	Action
<p>Building Principal and Threat Assessment Team in conjunction with Local Law Enforcement Investigators</p>	<p>Step 6: Respond to Very Serious Threat</p> <p>Determine whether to conduct safety evaluation, psychological assessment, or law enforcement investigation.</p> <p>Consider suspension to ensure immediate protection of all potential targets and notify their parents/guardians.</p> <p>Use 4:170-AP7, E2, <i>Threat Assessment Documentation and Response</i>, to ensure that protective action reflects the circumstances of the threat.</p> <p>Refer student for mental health evaluation; manage the student(s); contact Board attorney; and ensure discreteness of situation. 7:200,</p>

Actor	Action
	<p><i>Suspension Procedures; 7:250, Student Support Services; and 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems.</i></p> <p>Refer matter to the school resource officer and/or local law enforcement to investigate and engage other resources within the community.</p>
School Resource Officer and/or Local Law Enforcement	Issue findings and recommendations of investigation to Threat Assessment Team.
Building Threat Assessment Team	<p>Determines appropriate management and discipline; recommend suspension or expulsion based upon the findings and recommendations of local law enforcement. See, 7:200, <i>Suspension Procedures; 7:210, Expulsion Procedures; 7:250, Student Support Services; and 7:250-AP2, Protocol for Responding to Students with Social, Emotional, or Mental Health Problems.</i></p> <p>Step 7: Implement a written safety plan.</p> <p>If student returns to school, integrate findings and recommendations of investigation to create a written safety plan that responds to the incident through management and protection of potential target(s) while addressing student(s)' educational needs. The plan should, among other things:</p> <ul style="list-style-type: none"> * Describe conditions the student must meet to return and stay in school; * Implement procedures to monitor the student if he or she returns to the school; * Include feedback from the student(s)' parent(s)/guardian(s) (when appropriate); and * Include other items as deemed appropriate by the Threat Assessment Team. <p>See 6:120, <i>Education of Children with Disabilities; 7:250, Student Support Services; and 7:250-AP2, Protocol for Responding to Students with Social, Emotional or Mental Health Problems.</i></p>

Date Established: _____

Date Revised: 10/15/2013

Exhibit - Threat Assessment Decision Tree

IDENTIFICATION

Step 1. Evaluate threat.

- Interview student target of threat, and other witnesses; notify all parents/guardians involved.
- Document all interviews.
- Consider the circumstances of the threat and the student’s intentions.



Step 2. Decide whether threat is clearly transient or substantive.
 Consider collected information, student’s age, credibility, and previous discipline history.

Transient - low level, dissipates quickly, anger or frustration, inappropriate humor.
Substantive - medium/high level, sustained intent to harm beyond immediate incident, meaning unclear.



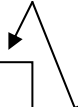
Step 3. Respond to transient threat.
 Typical responses are parental notification, mandated mediation and/or counseling, and low-level discipline (e.g., reprimand, apology, or other disciplinary action).

Step 4. Assess substantive threat as serious or very serious.

Serious threat - assault, strike, or beat-up someone
Very serious threat - weapons, kill, sexual assault, or inflict severe injury.



Manage the student.
 Consider contacting Board attorney.



Step 5. Respond to serious threat.

- Protect potential targets and notify parents.
- **Consider** contacting law enforcement.
- Refer student for counseling, dispute mediation, or other appropriate intervention.
- Discipline student as appropriate to severity and chronicity of situation.

Step 6. Respond to very serious threat.

- Refer to School Resource Officer or law enforcement for investigation.
- Ensure immediate protection of potential targets, notify the target and target’s parents.
- Refer to School Resource Officer or law enforcement for investigation.
- Begin a mental health evaluation of the student.
- Conduct safety evaluation, psychological assessment, law enforcement investigation.



Step 7. Implement a written safety plan.

- Discipline student as appropriate to findings.
- Maintain contact with the student.
- Revise plan as needed.

INVESTIGATION

RESPONSE

Exhibit - Threat Assessment Documentation and Response

Below is a sample threat assessment documentation and response form. Each section contains investigation questions designed to help threat assessment teams gather information to evaluate, manage and prevent threats of violence at or related to school. School threat assessment teams should modify the questions and spacing of the form to fit their needs. Consult Board policy, 7:340, *Student Records*, for appropriate recordkeeping procedures for placement of this information in the student's temporary record. Adapted from Cornell, D., Sheras, P., (Sopris West 2006). *Guidelines for Responding to Student Threats of Violence*, p. 110.

Your name	Title
Student who made threat	School
Date learned of threat	Date threat occurred
Threat reported by (or circle anonymous)	Location of threat
Threat type: <input type="checkbox"/> Transient <input type="checkbox"/> Serious Substantive <input type="checkbox"/> Very Serious Substantive	
What student said or did to express a threat (quote student if possible, write exact content of threat	

- Interview Guidelines

Interview of Student who made threat

Use interview for investigation; modify and use additional pages as needed and attach to this form.

1. Do you know why I wanted to talk with you? Tell me.
2. What happened today when you were (refer to place of incident)?
3. What exactly did you say? And what exactly did you do? (write down student's exact words)
4. What did you mean when you said/did that? (ascertain the student's motives/goals)
5. How do you think (target) feels about what you said/did? (determine whether student believes it frightened or intimidated the target of threat)
6. What was the reason you made this threat? (Find out if there is prior conflict or history to this threat, e.g., bullying between the target and the student. **Note:** Identification of bullying incidents will require an additional investigation, see policy 7:180, *Preventing Bullying, Intimidation, and Harassment*, and exhibits 7:180-AP1, E5, *Report Form for Bullying and School Violence* and/or 7:180-AP1, E6, *Interview Form for Bullying and School Violence Investigation*.)
7. What are you going to do now that you have made this threat? (*determine whether the student intends to carry out threat*)
8. Can you think of a different, more desirable and acceptable, effective way to address this conflict?

Witness Interview Target of threat or Witness to threat, but not target

Use as another component of investigation; modify and use additional pages as needed and attach to this form.

Witness name and grade/title: _____

1. What exactly happened today when you were (Refer to place of incident)?
2. What exactly did (target) you say/do? (Write down student's exact words.)
3. What do you think he/she meant when he/she said/did that?
4. How did you feel about what he/she said/did? Are you concerned he/she might really do it?
5. What was the reason he/she said/did that?

• Assessment of Threat

Risk Factors for Violence of Student Who Made Threat

Use these questions when threat is substantive.

Family Dynamics

1. Does student have access to guns at home?
2. Is there evidence at home of preparations for an attack at school?
3. What is the home life of the student like?

School Dynamics

1. What do we know about the student at school?
2. Does his or her locker harbor a weapon?
3. Was the student angry or brooding when he or she made a threat?
4. What else can be learned?

Social Dynamics

1. What do we know about the student's life in the community?
2. Does he or she have a juvenile record? Criminal record? Prior station adjustments? For what?

Personal Dynamics

1. What do the student's closest acquaintances know about him or her?
2. Does the student have a fascination with violent electronic media or weapons?
3. Is the student showing outward signs of the need for mental health services?

Student Who Made Threat

Grade: _____ Gender: M F
 Race: _____
 SPED (if applicable): LD OHI MR
ED Other: _____

- Y N Had or sought accomplices
 Y N Reported threat as a specific plan
 Y N Written plans/list, engaged in attack related behaviors
 Y N Repeated threat over time
 Y N Weapon mentioned or used in threat
 Y N Inappropriate interest in school attacks, attackers, mass violence, terrorism
 Y N Student's "story" consistent with actions
 Y N Student & target had prior conflict (>1 day)
 Y N Student previously bullied the target
 Y N Reported threat as a specific plan

Target of Threat

of Targets: _____
 Primary target: Student Teacher
Administrator Parent Other
 Grade: _____ Gender: M F
 Race: _____
 SPED (if applicable): LD OHI MR
ED Other: _____

- Y N Target witnessed threat
 Y N Target previously bullied the student
 Y N Student previously bullied by target
 Y N Concerns about student's potential to carryout act or potential for violence
 Y N Target(s) previously bullied the student

Threat Responses (Management and prevention)**Disciplinary Action**

- Y N Parent conference
 Y N In school time-out
 Y N Detention (# of days): _____
 Y N Suspension (# of days): _____
 Y N Expulsion recommended
 Y N Other response

Interventions and Safety Precautions

- Y N Law enforcement consulted
 Y N Law enforcement contact with student who made threat
 Consequence of legal action (Station adjustment, supervision, conditional discharge, adjudication of delinquent minor, release into parents custody)
 Y N Student might be eligible for special education services, referred for evaluation
 Y N Student already receiving special education services, referred to IEP team for review
 Y N Student referred for 504 plan
 Y N Mental health assessment conducted by school-based staff
 Y N Mental health assessment conducted by outside agency (court, Dept. of Probation, DCFS, other psychologist)
 Y N Parents of threat target notified of threat
 Y N Conflict mediation
 Y N School based counseling
 Y N Alter student's schedule to increase supervision or minimize contact with target
 Y N Alternative educational placement (alternative school, day treatment program)
 Y N Change in transportation (bus suspension, special transportation, etc.)
 Y N Inpatient mental health services
 Y N Outpatient mental health services (counseling/therapy with outside mental health provider)
 Y N Other mental health services
 Y N Other safety precautions (*if yes, please list them.*)

Date Established: _____ Date Revised: _____ 10/15/2013

Exhibit - Targeted School Violence Prevention and Threat Assessment Education

On District letterhead

Date:

To: District Staff and Parents

From: Building Principal

Re: Targeted School Violence Prevention Program

Student safety is our District's top priority. To maximize safety, the District must have a process to identify *threats* and prevent *targeted school violence*. This process is part of the Targeted School Violence Prevention Program (Program). The Program is a portion of the preparedness and response phases of the District's Safety Plan for emergency operations plans and disaster management.

The District wishes to create a climate that encourages sharing *any* information about a safety concern with a trusted adult who can help. Sharing information about threats and safety concerns is everyone's responsibility: students, parents, staff, and community members. The question and answer section below is designed to help students, staff and parents understand when school officials want individuals to share information about a safety concern with the Building Principal.

- What Is a Threat?

A threat expresses intent to harm someone or something. It may be spoken, written, or expressed in another way. Threats may be direct ("I'm going to beat you up" or "I'm going to blow this place up!") or indirect ("Come and watch what I am going to do to him/her."). A threat can be vague ("I'm going to hurt him.") or implied ("You better watch out."). Any possession of a weapon or mention of one is a possible threat. Sometimes students make threats that may seem funny or "just kidding," but sometimes a threat is very serious and/or criminal. When you are in doubt as to whether the statement is kidding or serious, the responsible thing to do is to tell a trusted adult who can help.

- What Is Targeted School Violence?

Targeted School Violence includes school shootings and other school-based attacks where the school was deliberately selected as the location for the attack and was not simply a random site of opportunity.

- What Is the Connection Between Targeted School Violence and Bullying?

The Ill. State Board of Education's School Bullying Prevention Taskforce report identifies bullying and targeted school violence as "part and parcel of the same issue: *interpersonal aggression*." In all its forms, interpersonal aggression negatively impacts students, school personnel, and communities and should be reported, investigated, and responded to with appropriate interventions.

- What Can Staff and Parents Do?

Educate students about what a threat is, encourage students not to make threats or "just kidding" statements in the first place, and reiterate that seeking help to prevent someone from getting hurt or hurting another is appropriate. See 7:180 AP1, E2, *Be a Hero by Reporting Bullying and School Violence*.

Date Established: _____

Date Revised: 10/15/2013

Administrative Procedure - Movable Soccer Goal Safety

Actor	Action
Superintendent	Designate all Building Principals to identify any movable soccer goals within their buildings' grounds and comply with the Movable Soccer Goal Safety Act (430 ILCS 145/, added by P.A. 97-234).
Building Principal	<p>Identify any movable soccer goals that the school owns and controls.</p> <p>The Movable Soccer Goal Safety Act, (430 ILCS 145/, added by P.A. 97-234) requires the Ill. Dept. of Public Health to provide technical assistance materials no later than June 30, 2012.</p> <p>Implement the Movable Soccer Goal Safety Act (430 ILCS 145/, added by P.A. 97-234) by requiring that movable soccer goals be properly anchored.</p> <p>See, January 1995 U.S. Consumer Product Safety Commission document, Washington CPSC Document #326 Guidelines for Movable Soccer Goal Safety www.cpsc.gov/cpscpub/pubs/326.html.</p>

Administrative Procedure – Safety Program

- I. The Superintendent and Building Principal shall supervise an on-going program for identifying and evaluating unreasonable risks, which may include:
 - A. Supervision
 1. A sufficient number of supervisors are present. A coach is present for each team practices.
 2. Locker rooms are appropriately supervised.
 3. Supervisors are trained to recognize conditions that are dangerous.
 4. Proper student behavior is maintained.
 - B. Instruction
 1. Proper teaching progressions are followed and documented.
 2. Substitute instructors are competent to teach the activity.
 3. Teachers and coaches evaluate each student’s capacity to do a specific activity without exposing the student to an unreasonable risk of injury.
 4. Activities are appropriately demonstrated. Instructions are appropriate and clear and safety rules are emphasized.
 5. Students are warned of the specific dangers of performing an activity the wrong way and the warning is documented.
 6. Teachers and coaches reasonably match student competitors.
 7. Appropriate behavior toward strangers is explained.
 - C. Facilities and Equipment
 1. Facilities and equipment are properly maintained and periodically inspected. Repairs, routine maintenance, and inspections are documented.
 2. Staff members are encouraged to report equipment or facilities that are inappropriate, in need of repair, or defective. Equipment that fails to fit properly or fails to properly protect students are examples of inappropriate equipment.
 3. Notices from staff members that equipment or facilities are inappropriate, in need of repair or defective are properly investigated.

Administrative Procedure – Child Sex Offender and Murderer Community Notification Law

Receipt of the Information

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

Use of the Information

The Superintendent and Building Principal will use the list to screen all individuals who may come in contact with students at school or school events.

Volunteers:

- Each staff member shall submit to the Building Principal the name and address of each volunteer the staff member is or may be using as soon as that person is identified. The Building Principal shall immediately screen the volunteer's name and address against the list of child sex offenders. If a match is found, the Building Principal shall notify the Superintendent, who shall contact the local law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call that he or she may not be on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent also shall inform relevant staff members and the Building Principal that the individual may not be used as a volunteer.

Student Teachers and Other Students Doing Clinical Experience:

- The Building Principal shall screen the name and address of each student teacher and each student seeking to do clinical experience in the school against the list of child sex offenders. If a match is found, the Building Principal shall notify the Superintendent who shall contact the law enforcement officials to confirm or disprove the match.
- If a match is confirmed, the Superintendent shall inform the individual, by mail and telephone call, that he or she is not allowed on school property or at a school event without the prior permission of the Superintendent. The notice will provide the reason with reference to School Board Policy. The Superintendent shall also inform relevant staff members and Building Principal that the individual may not be used as a volunteer.

Contractors' Employees:

- The Superintendent shall include the following in all District contracts that may involve an employee of the contractor having any contact, direct or indirect, with a student:

The contractor shall not send any employee or agent to any school building or school property who is a child sex offender as defined in the Child Sex Offender and Murderer Community Notification Law. 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. The contractor also shall provide the District with the name and address of each employee who will perform work on school property and require that the employee submit to a criminal history background investigation.

- If a staff member at any time becomes aware or suspicious that a contractor's employee is a child sex offender, the employee shall immediately notify the Superintendent. If the Superintendent believes the employee's information is credible, the Superintendent shall contact the contractor and request written assurance that the employee is not a child sex offender.

Individuals in the Proximity of a District's School:

- Each time a list of child sex offenders is received from a law enforcement official, the Building Principal shall review the list to determine if anyone on it lives in the proximity of his or her school.
- Upon discovering that a child sex offender lives in the proximity of his or her school, the Building Principal shall attempt to alter the route students travel to and from school in order to avoid contact with this individual.

Employees:

- Any person hired by the District shall submit to a criminal history background investigation, according to State law and Board policy 5:30, *Hiring Process and Criteria*.
- Each time a list of child sex offenders is received from a law enforcement official, the Superintendent shall review the list to determine if an employee is on the list. If a match is found, the Superintendent shall immediately contact the local police officials to confirm or disprove the match. The Superintendent shall immediately notify the School Board if a match is confirmed. The School Board will take the appropriate action to comply with State law that may include terminating the person's employment.

Informing Staff Members and Parent(s)/Guardian(s) About the Law

1. Building Principals shall annually explain the Law and District policy to staff members and parent(s)/guardian(s). The explanation shall be in the Student Handbook and may also be made by newsletter or other means. The explanation shall include an assurance that the District will use the information to screen individuals who have contact with students.
2. Requests for additional information shall be referred to local law enforcement officials.

Administrative Procedure - Criminal Offender Notification Laws: Screening

Laws Protecting Students on School Grounds

The following list describes laws protecting students on school grounds from individuals convicted of serious crimes:

1. A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). See School Board policies 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*; 8:30, *Visitors to and Conduct on School Property*; and administrative procedure 8:30-AP, *Definition of Child Sex Offender*.
2. Law enforcement must notify schools of offenders who reside or are employed in the county. See: (a) Sex Offender Community Notification Law, 730 ILCS 152/ and (b) Murderer and Violent Offender Against Youth Community Notification Law, 730 ILCS 154/75-105. These laws are hereafter referred to as “offender notification laws.” See also policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*.
3. The School Code (105 ILCS 5/10-21.9) lists criminal offenses that disqualify an individual from District employment if the individual was convicted. It requires any person hired by the District to submit to a fingerprint-based criminal history records check through (a) the Illinois State Police (ISP) for an individual’s *Criminal History Records Information* (CHRI) and (b) the FBI’s national crime information databases. The law also requires a school district to check two Illinois offender databases for each applicant, which are (a) the Statewide Sex Offender Registry, www.isp.state.il.us/sor/ and (b) the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Obtaining the results of the fingerprint-based criminal history records check and review of the database registries is a *complete criminal history records check* as required by the School Code. See Board policy 5:30, *Hiring Process and Criteria*; administrative procedure 5:30-AP2, *Investigations*, and ISBE’s non-regulatory guidance document, *Criminal History Records Information (CHRI) Checks for Certified and Non-certified School Personnel*, at: www.isbe.net/pdf/guidance_chr.pdf.
4. **Note:** A District may also check the National Sex Offender Public Registry, www.nsopr.gov; however, the same information will likely appear in the information furnished by the FBI.
5. The provisions in the School Code described above also apply to employees of persons or firms holding contracts with a school district who have direct, daily contact with students. See administrative procedures 4:60-AP3, *Criminal History Records Check of Contractor Employees*, and 5:30-AP2, *Investigations*.
6. Conviction of an offense listed in 105 ILCS 5/10-21.9 results in the automatic revocation of the individual’s certificate (105 ILCS 5/21B-80).
7. The offender notification laws require law enforcement to ascertain whether a juvenile sex offender or violent offender against youth is enrolled in a school and, if so, to provide a copy of the registration form to the Building Principal and any guidance counselor designated by him or her. This registration form must be kept separately from any and all school records maintained on behalf of the juvenile sex offender. See Board policy 4:175, *Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications*.

Receipt of Information from Law Enforcement

Offender Notification Laws: The Superintendent or designee shall notify the local law enforcement official or county sheriff that he or she is the District’s official contact person for purposes of the offender notification laws. The Superintendent and/or Building Principal may at any time request information from law enforcement officials regarding sex offenders or violent offenders against youth.

The Superintendent will provide Building Principals and other supervisors with a copy of all lists received from law enforcement officials containing the names and addresses of sex offenders and violent offenders against youth.

The Building Principal or designee shall provide the lists to staff members in his or her building on a need-to-know basis, but in any event:

- A teacher will be told if one of his or her students, or a student's parent/guardian, is on a list.
- The school counselor, nurse, social worker, or other school service personnel will be told if a student or the parent/guardian of a student for whom he or she provides services is on a list.

No person receiving a list shall provide it to any other person, except as provided in these procedures, State law, or as authorized by the Superintendent. Requests for information should be referred to the local law enforcement officials or State Police.

Juvenile Delinquency Adjudication Notifications: The Superintendent or designee shall contact the Juvenile Division of the County State's Attorney Office(s) having jurisdiction over the District's school(s) to discuss how the State's Attorney shall inform the Superintendent or designee of any students adjudicated as delinquent minors for offenses that would be felonies and/or certain weapons offenses under the Criminal Code of 2012 (705 ILCS 405/5-9.01(8)). The Superintendent and/or designee(s) shall ensure the dissemination of such information is limited to the Building Principal and any guidance counselor designated by the Building Principal (Id.)

Informing Staff Members and Parents/Guardians About the Law

Building Principals or their designees shall inform parents/guardians about the availability of information concerning sex offenders during school registration and, if feasible, during parent-teacher conferences. Information should be distributed about the Statewide Sex Offender Registry, www.isp.state.il.us/sor/, and the Statewide Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/. Information may also be included in the Student Handbook. See the Sex Offender Community Notification Law, 730 ILCS 152/, and exhibit 4:175-API, E1, *Informing Parents/Guardians About Offender Community Notification Laws*.

Requests for additional information shall be referred to local law enforcement officials.

Screening Individuals Who Are Likely to Have Contact with Students at School or School Events

1. For employees and student teachers, the Superintendent or Building Principal(s):
 - a. Completes the required forms to request the fingerprint-based criminal history records check; see 5:30-AP2, *Investigations*.
 - b. Screens the individual's name and address against the: (1) Illinois Sex Offender Registry, www.isp.state.il.us/sor/, and (2) the Violent Offender Against Youth Registry maintained by the State Police, www.isp.state.il.us/cmvo/. 105 ILCS 5/10-21.9.
 - c. Reviews the lists of sex offenders and violent offenders against youth as the lists are received from law enforcement. If a match is found, the Superintendent immediately contacts the local police officials to confirm or disprove the match. The Superintendent immediately notifies the Board if a match is confirmed. The Board President will contact the Board Attorney and the Board will take the appropriate action to comply with State law that may include terminating the individual's employment.
 - d. May request the individual to authorize a clearance of his or her name through the Ill. Dept. Of Children and Family Services (DCFS) CANTS system. This check documents that the person does not have an indicated report or record on DCFS' registry of child abuse and/or neglect. 325 ILCS 5/11.1(a)(11) and (c). Clearances must be requested using the DCFS form at [www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_\(Fillable\).pdf](http://www.state.il.us/dcf/docs/CFS_689_Authorization_for_Background_Check_for_Programs_NOT_Licensed_by_DCFS_(Fillable).pdf).

If an indicated report is found, contact the Board Attorney for guidance.

2. For students doing field or clinical experience other than student teaching, the Superintendent or Building Principal(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers. The cost of this check will be reimbursed by the student seeking the experience.
 - b. Performs the responsibilities listed in 1. b. & c., above.
3. For volunteers, see 6:250-AP, *Securing and Screening Resource Persons and Volunteers*. The Superintendent or Building Principal(s):
 - a. May require the same fingerprint-based criminal history records check required of student teachers.
 - b. Performs the responsibilities listed in 1. b. & c., above.
4. For contractors' employees, see 4:60-AP3, *Criminal History Records Check of Contractor Employees*; 5:30-AP2, *Investigations*.
5. For individuals in the proximity of a school or bus stop, the Building Principal(s) review(s) the lists of sex offenders and violent offenders against youth as they are received from law enforcement. The Building Principal or designee shall: (a) notify staff members according to the section of this procedure on **Receipt of the Information from Law Enforcement**, and (b) attempt to alter school bus stops and the route students travel to and from school in order to avoid contact with an individual on such a list.

CROSS REF.: 4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 5:30 (Hiring Process and Criteria), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADMIN. PROC.: 4:60-AP3 (Criminal History Records Check of Contractor Employees), 4:175-AP1, E1 (Informing Parents/Guardians About Offender Community Notification Laws), 5:30-AP2 (Investigations), 6:250-AP (Securing and Screening Resource Persons and Volunteers), 6:250-E (Resource Person and Volunteer Information Form and Waiver of Liability), 8:30-AP (Definition of Child Sex Offender), 8:30-E1 (Letter to Parent Regarding Visits to School by Child Sex Offenders), 8:30-E2 (Child Sex Offender's Request for Permission to Visit School Property)

Date Est.: _____

Date Revised: June 23, 2015