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BUSINESS AND NON INSTRUCTIONAL OPERATIONS

PROCUREMENT AND PURCHASING: 3000

The Board shall let all contracts (other than those excepted by Section 10-20.21 of **The School Code**) for supplies, materials or work, or contract with private carriers for transportation of pupils involving an expenditure in excess of $25,000 be competitively bid as provided in Section 10-20.21 of **The School Code.**

REVISED: 6.26.2018

Procurement and Purchasing

All contracts for goods, services or construction involving an expenditure in excess of **$25,000** shall be made in accordance with Section 10-20.21 of The School Code of Illinois. Contracts shall be awarded to the lowest responsible bidder, considering conformity with specification, terms of delivery, quality and serviceability, after due advertisement, except for the following:

1. Contract for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part;

2. Contracts for the printing of finance committee reports and departmental reports;

3. Contracts for the printing or engraving of bonds, tax warrants and other evidence of indebtedness;

4. Contracts for the purchase of perishable foods and perishable beverages;

5. Contracts for materials and work which have been awarded to the lowest responsible bidder after due advertisement, but due to unforeseen revisions, not the fault of the contractor for materials and work, must be revised causing expenditures not in excess of 10% of the contract price;

6. Contracts for the maintenance or services of, or provision of repair parts for, equipment which are made with the manufacturer or authorized service agent of that equipment where the provision of parts, maintenance, or servicing can best be performed by the manufacturer or authorized service agent;

7. Purchases and contracts for the use, purchase, delivery, movement, or installation of data processing equipment, software, or services and telecommunications and interconnect equipment, software, and services;

8. Contracts for duplication machines and supplies;

9. Contracts for the purchase of natural gas when the cost is less than that offered by a public utility;

Procurement and Purchasing Continued

10. Purchases of equipment previously owned by some entity other than the district itself.

11. Contracts for repair, maintenance, remodeling, renovation, or construction or a single project involving an expenditure not to exceed **$50,000** and not involving a change or increase in the size, type, or extent of an existing facility;

12. Contracts for goods or services procured from another governmental agency, and

13. Contracts for goods or services which are economically procurable from only one source such as for the purchase of magazines, books, periodicals, pamphlets and reports, and for utility services such as water, light, heat, telephone or telegraph.

The contract is awarded by the School Board at an official meeting. The Superintendent or his designee shall report the results of the bidding to the School Board, together with a recommendation regarding acceptance. Whenever the lowest bid is not recommended, justification shall be provided.

Occasionally, the lowest responsible bid is a tie between two or more vendors. In such case, the following rules will apply:

1. If one of the lowest bidders is a local vendor, he/she shall be awarded the contract. A local vendor is defined as one maintaining on office within the District.

2. If two or more of the lowest bidders are local vendors, the award will be made by lot between/among them.

3. When no local vendor is among those tied, the award will be determined by a lot among all vendors included in the tie.

In an emergency, the superintendent may authorize purchase of remedial goods or services in cases where personal health and/or safety are judged to be endangered, or property damage is imminent. Such action shall require approval of three fourths (3/4) of the School Board.

It shall be the practice, whenever possible, to solicit competitive written quotations for purchases between $1,000 and $10,000 in order to secure the lowest prices and to make the best use of District funds.

Legal Reference: Ill. Rev. Stat., ch. 122, par. 10-20.21

Federal Award Procurement Procedures

In addition to the State legal requirements for purchases and contracts set forth in Board policy 3000, *Procurement and Purchasing*, the following procedures apply to District procurement under federal awards.

Consult the Board Attorney regarding the legal requirements presented by this administrative procedure as well as before a contract is presented to the Board.

Code of Conduct

Board policy 8250, *Board Member Conflict of Interest*, contain standards of conduct covering conflicts of interest and governing the actions of board members and employees engaged in the selection, award, and administration of contracts.

General Procurement Standards

A. The District shall avoid acquisition of unnecessary or duplicative items. Consideration will be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (prohibits bid stringing; violation is a Class 4 felony) and 720 ILCS 5/33E-3 (prohibits bid rigging, a Class 3 felony).

B. To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

C. The District may use federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

D. The District may use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost. **Note:** A conflict between this regulation's requirements and the Illinois Criminal Code of 2012 may exist. See 720 ILCS 5/33E-2(i-5) and 5/33E-18 (defines and prohibits bid stringing, a Class 4 felony).

E. The District shall only award contracts to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. **Note:** State law requires award to the "lowest responsible bidder."

F. The District shall maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

G. The District may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its

H.

I. own risk. **Note:** The Illinois Criminal Code of 2012 (720 ILCS 5/33E-9) requires approval of the Board or designee when a contract cost increases or decreases by $10,000, a/k/a *change orders*. If a change order will exceed the original contract price by 10%, it must be rebid.

J. The District shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.

Competition

A. All procurement transactions shall be conducted in a manner providing full and open competition consistent with the standards of State law (105 ILCS 10-20.21) and policy 4:60 and this section. To

B. ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Situations considered to be restrictive of competition include, but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business;
2. Requiring unnecessary experience and excessive bonding;
3. Noncompetitive pricing practices between firms or between affiliated companies;
4. Noncompetitive contracts to consultants that are on retainer contracts;
5. Organizational conflicts of interest;
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement; and
7. Any arbitrary action in the procurement process.

C. The District shall conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. **Note:** State law may also encourage or discourage these preferences. Discuss these with the Board Attorney. See also Doyle Plumbing and Heating Co. v. Bd. of Educ., Quincy Pub. Sch. Dist. No. 172, 291 Ill.App. 3d 221 (4th Dist. 1997); Cardinal Glass v. Bd. of Educ. of Mendota Comm. Consol. Sch. Dist. 289, 113 Ill.App. 3d 442 (3rd Dist. 1983). Nothing in this section preempts State licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. **Note:** The Board must also follow the Local Government and Professional Services Selection Act (50 ILCS 510/).

D. Procurement Transactions. All solicitations will:

1. Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured.
   a. Such description must not, in competitive procurements, contain features which unduly restrict competition.
   b. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use.
   c. Detailed product specifications should be avoided if at all possible.

d. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated.

2. Identify all requirements which offerors must fulfill and all other factors to be used in evaluating bids and proposals.

E. The District shall ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. **Note:** State laws may conflict with this provision. See 105 ILCS 5/10-20.21 and 50 ILCS 510/.

F. The District shall not preclude potential bidders from qualifying during the solicitation period.

Methods of Procurement

The District shall use one of the following methods of procurement:

A. Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold. To the

B. extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the Board considers the price to be reasonable. **Note:** See 105 ILCS 5/10-20.21 and sample policy 4:60, *Purchases and Contracts*.

C. Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

D. Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. **Note:** 105 ILCS 5/10-20.21 requires "lowest responsible bidder." The sealed bid method is the preferred method for procuring construction, if the conditions in 2 C.F.R. §200.320(c)(1) apply. If sealed bids are used, the requirements in 2 C.F.R. §200.320(c)(2) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.

E. Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the requirements in 2 C.F.R. §200.320(d) apply. **Note:** 105 ILCS 5/10-20.21 requires sealed bids.

F. Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the circumstances in §200.320(f) apply. **Note:** 50 ILCS 510/ may conflict with this regulation.

Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

The District shall take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

A. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

B. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

C. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

D. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

F. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (A) through (E) of this section.

Contract Cost and Price

A. The District shall perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non–federal entity must make independent estimates before receiving bids or proposals.

B. The District shall negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

C. Costs or prices based on estimated costs for contracts under the federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the District under Subpart E, Cost Principles, of 2 C.F.R. Part 200.

D. The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

Federal Awarding Agency or Pass-Through Entity Review

The District shall make available, upon request of the federal awarding agency or pass-through entity (ISBE):

A. Technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition; and

B. Procurement documents (such as requests for proposals or invitations for bids, or independent cost estimates) for pre-procurement review when one or more of the circumstances in §200.324(b) apply.

C.

Bonding Requirements

A. For construction or facility improvement contracts or sub contracts exceeding the Simplified Acquisition Threshold, the federal awarding agency or pass-through entity may accept the bonding policy and requirements of the District provided that the federal awarding agency or pass-through entity has made a determination that the federal interest is adequately protected.

B. If such a determination has not been made, the minimum requirements shall be as follows:

1. A bid guarantee from each bidder equivalent to five percent of the bid price. The *bid guarantee* must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

2. A performance bond on the part of the contractor for 100 percent of the contract price. A *performance bond* is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

School Uniforms

All students participating in school sponsored activities and interscholastic competition requiring uniforms shall be attired in school approved uniforms exhibiting the official school colors.

T.F. South: Red & Grey

T.F. North: Purple & Gold

Other colors, e.g. white, black, shall be for accent only!

All uniforms for District #215 students must be purchased through and/or approved by the athletic director at the respective schools.

All contracts for services of educational consultant, possessing a high degree of professional skill, involving expenditure in excess of $1,000, requires prior approval from the Board of Education.

Cross Reference:
Policy 3000 – Form 1

AUTHORIZATION FOR CONSULTANT / VENDOR SERVICES
Superintendent / Board approval required for services **over** $1,000.
Principal's approval required for one time services **under** $1,000

☐ Administration Center ☐ Center ☐ North ☐ South

Requested by **:** Title:

Account Number:

Company:

update form in pdg

***Vendor*:**

Address:

Phone:

Service to be performed

***Agreed length of service / hours*:**
***Approved rate of pay*:**

***Evaluation Method*:**

☐ *IF APPLICABLE, ATTACH CONTRACT FOR BOARD / SUPERINTENDENT APPROVAL (OVER $1,000)*

☐ *BACKGROUND CHECK MUST BE COMPLETED BY HR IF SERVICES ARE PERFORMED IN SCHOOLS FOR MORE THAN 1 EVENT / OCCASION. HAVE VENDOR CONTACT HR AT EXT. 2310*

☐ *ALL VENDORS / CONSULTANTS MUST COMPLETE A W-9*

REQUIRED SIGNATURES:

_____
CONSULTANT / VENDOR – DATE

_____ *ASST. PRINCIPAL – DATE*	_____ *HR – DATE*
_____ *PRINCIPAL- DATE*	_____ *BUSINESS OFFICE – DATE*
---------- *SUPERINTENDENT – DATE*	---------- *BOARD OF EDUCATION – DATE*

5.24.10. - jmv

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

CONTRACT REQUIREMENTS: 3001

The following shall be the Board of Education of School District No. 215 relative to the execution of any contract:

All contracts of the School District No. 215 shall contain a statement that the Equal Employment Opportunity Clause found in the regulations of the Board shall be incorporated therein. This is done in accordance with the regulations issued by the ILLINOIS FAIR EMPLOYMENT PRACTICES COMMISSION.

ADOPTED 12-15-92

Contract Requirements

Contracts will be awarded with the understanding that the contractor will comply with all applicable laws governing issuance of contracts in the State of Illinois, including the rules and regulations of the Illinois Human Rights Act, as well as local regulations and laws. Each bidder shall be required to comply with all applicable provisions of the "Wages of Employees on Public Works Act" {Prevailing Wage Act, III. Stat. 48, Sections 39-1 et sequ. and with all applicable provisions of the "Preference to Citizens on Public Work Projects Act" {Ill. Rev. Stat. 48, Sections 269 et seq.}.

If, during the course of work under this contract, the Department of Labor revises the prevailing rate of hourly wages to be paid under this contract for any trade or occupation, the district will notify contractor and each subcontractor of the change in the prevailing rate of hourly wages. Contractors shall have the sole responsibility and duty to ensure that the revised prevailing rate of hourly wages is paid by contractor and all subcontractors to each worker to whom a revised rate is applicable. Revisions of the prevailing wage as set forth above shall not result in an increase in the contract sum. Contractors shall protect, defend, indemnify and hold owner harmless for any claims or demands made as a result of contractor's failure to comply with this paragraph.

Each bid must be accompanied by a Certificate of Eligibility to Bid certifying that the bidder is not barred from bidding on public contracts due to conviction for the violation of Section 33E-3 (bid rigging) or 33E-4 (bid rotating) of the Illinois Criminal Code of 1961 or a conviction or admission of guilt which is a matter of record for bribing or attempting to bribe an officer or employee of the State of Illinois. The form of the Certificate of Eligibility to Bid shall be included within the bid documents. No bid will be considered responsive unless accompanied by a signed Certificate of Eligibility to Bid.

Each bid from a contractor with 25 or more employees must be accompanied by a Certificate of Compliance with the Illinois Drug-Free Workplace Act certifying that the bidder shall provide a drug-free workplace for all employees engaged in the performance of work under the contract ad that the bidder is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act. Each bid from an individual must be accompanied by a Certificate of Compliance with the Illinois Drug-Free workplace Act certifying that (he, she, it) shall not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract and that (he, she, it) is not barred from bidding on public contracts due to a violation of the Illinois Drug-Free Workplace Act.

Contract Requirements

The forms of the Certificates of Compliance with the Illinois Drug-Free Workplace Act shall be included within the bid documents. No bid will be considered responsive unless accompanied by a signed certificate where applicable. The contract awarded shall be subject to suspension of payments or termination, or both, if it is determined that the bidder has made a false certification or that the bidder has violated the certification by failing to carry out the requirements of the Illinois Drug-Free Workplace Act.

Legal Ref.:
Ill. Rev.Stat., ch. 38, pars. 33E-1 et seq.
Ill. Rev.Stat., ch. 48, pars. 395-1 et seq.
Ill. Rev.Stat., ch. 60, pars. 1-101 et seq.

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

INVESTMENT POLICY: 3002

The Township Treasurer of the Thornton Fractional Township Trustees of Schools is authorized to enter into agreement regarding deposit, redeposit, investment, reinvestment or withdrawal of all district funds as authorized by the Thornton Fractional Township Trustees of Schools Investment Policy.

ADOPTED: December 21, 1999

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

STUDENT ACTIVITY FUND: 3003

General Policy:

1. All class organizations, clubs, and associations shall be recommended by the principal to the Superintendent for approval.

2. The purpose for the establishment of class organizations, clubs, and associations shall be documented at the outset and must be for the educational and/or cultural purposes of the student body as a whole, wherever possible.

3. Student representation and participation is required in creating, operating, and abolishing student activity funds.

4. Student activity funds shall be managed in such a way as to offer minimum competition to commercial concerns, while still benefitting the students as a whole.

5. All property purchased with student activity funds shall become the property of District 215 except when such property is donated to a worthy cause.

Financial Policy:

1. No funds shall be collected without the consent of the principal.

2. The principal or his/her designated activity director shall keep accurate records of all receipts and disbursements for all student activity funds.

3. No student activity fund or school district fund shall be charged for any expenditure made by a student, teacher, or any employee who has not first received written permission from the principal or his/her designated representative to purchase specified items.

4. The student activity fund fiscal year shall coincide with the school fiscal year.

5. All student activity accounts shall be audited annually by a licensed public accountant and such audit shall be submitted to the Superintendent of the Educational Service Region by October 15th of each year.

6. Investments must be made in accordance with the Illinois Revised Statues. Chapter 85, Section 901-905. **LOANS OF ANY TYPE SHOULD BE DISCOURAGED.** Should it be deemed necessary, by the building principal to permit a loan, the interest earned on investment accounts shall be the designated source for loans to student activities. Organizations that find themselves in a deficit cash position, because of a failed fund raiser, or for the purchase of products or service to initiate a fund raising activity, may request such loans, but they shall not exceed $500. Under no circumstance are deficit funds to be used to purchase non-fund raising products or service.

7. The Assistant Superintendent for Business shall maintain a $2,000 balance in the interest account to meet the borrowing needs of student activities.

8. Interest accumulated in excess of $2,000 shall be distributed on July 1st of each year to all of the district's recognized organizations.

   i.e. The distribution among organizations shall be in the same proportion as their average monthly balance to the total monthly balance for the year. Club "A" has an average monthly balance of $50,000.00. Club "A" would earn 985.00 x the total interest earned account less $2,000.

Assistant Superintendent for Business - Custodian of Student Funds:

A. The Board of Education shall appoint the Assistant Superintendent for Business as custodian of the student activity funds.

B. The Assistant Superintendent for Business shall keep all funds on deposit in his designated depository and maintain liability accounts to show ownership of the cash in the bank. Each student activity fund receiving money must deposit the money with the Activities Director or his/her designee, and obtain from the activities director a signed receipt on which is designated the student activity and the amount of money deposited. The Assistant Superintendent for Business shall be the only depository for each student activity and any existing balances shall be turned over to the Assistant Superintendent of Business.

C. The Assistant Superintendent for Business shall make all disbursements but only on order signed by the Principal, Activities Director, and Activity Sponsor. Disbursements shall be charged to the proper activity and shall be by treasurer's check, or from the $500 petty cash fund; in which case no expenditure shall be larger than $50 and shall be supported by receipts when submitted for reimbursement. Disbursements will not be made if the bank balance of the respective activity is insufficient. Loans between student activity funds shall be authorized upon the approval of the Principal, the Activity Director, and the Assistant Superintendent for Business.

D. Monthly, the Assistant Superintendent for Business shall reconcile the cash in the bank with the total liability to each activity.

E. Each student activity shall receive a monthly report which shall include: A statement of receipts, disbursements, and current balances. The Assistant Superintendent for Business shall provide similar statements to the Board of Education on a monthly basis.

F. The Assistant Superintendent for Business, upon consultation with the Board of Education, Principal, and Activity Director, may transfer dormant student activity monies after two (2) years to another/or other student activity fund/or funds, at the close of the second fiscal year (With the exception of Senior class funds which become dormant for one full year and then are transferred to the Freshman class).

G. Any Class Gifts to the school, out of activity funds, must have proper student documentation specifying the funds for given purpose. Documentation shall include the signature of the Activity Director, sponsor, and a student representing said activity.

REVISED July 15, 1997

Fund Raising Activities

1. Only school approved and sponsored organizations shall be allowed to conduct fund raising activities within the school facilities.

2. Minimal fund raising will be permitted outside the school. Special approval of the building principal and superintendent will be required.

3. Fund raising activities by an approved organization will relate to the purposes and goals of that organization.

   A. The organization, in an official meeting, will approve the fund raising activity and identify the purpose of the fund raising activity.

   B. The organization sponsor or representative will forward the request to the building activities director.

   C. Approval of the fund raising request and subsequent scheduling of the activity, if approved, will be made by the building activities director and/or the building principal.

4. All monies collected and monies expended shall be accounted for through the building activities director and recorded in the District's Activity Funds. An individual school approved organization cannot have outside bank accounts or operate outside the District's jurisdiction.

5. Fund Raising Limitations

   A. Speech teams, drama teams, athletic teams, and music shall not be allowed to fund raise. Outside support organizations for these groups do not come under the jurisdiction of the school, but shall be encouraged to work with the school administration and staff to establish priorities for raising funds.

   B. Students participating in activities supported by outside support organizations shall not be coerced to participate in fund raising activities as a prerequisite to participating in the school activity.

6. All monies collected for ticket sales will go directly to the General Educational Accounts beginning in the 1991-92 school year.

A. Recognizing that quality music programs are essential to the schools' operations and a benefit
to the community, it is a commitment of District 215 to maintain that quality. Therefore, beginning with the 1991-92 school year budget, the music budgets will be augmented, from District funds, by an amount equal to ticket sales of the previous year.

B. Recognizing that quality performances are directly related to funding for the production, it is a commitment of District 215 to maintain that quality. Therefore, beginning with the 1991-92 school year, the drama budget will be augmented, from District funds, by an amount equal to ticket sales of the previous year.

BUSINESS AND INSTRUCTIONAL OPERATIONS

TRANSPORTATION: 3004

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 the McKinney Homeless Assistance Act. Foster care students shall be transported in accordance with Section 63129(c)(5)(B) of the elementary and secondary education Act (ESSA).

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 fixing the routes, the pick-up and discharge points should be as safe and convenient for students as possible.

No school employee may transport students in school or private vehicles unless authorized by the administration. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State law and Illinois Department of Transportation Transportation vendors including charter buses contracted by the District must comply with all other pertinent requirements as stipulated by public law and these various requirements will be met prior to the approval of any vendor contract. Requirements may include, but not be limited to: bus illuminate, driver background checks, reporting of erratic driving, posit-trip inspection procedures, and ignition shut off.

REVISED: 2.28.2017

BUSINESS AND INSTRUCTIONAL OPERATIONS

FRAUD: 3005

This fraud policy is established to facilitate the development of controls which will aid in the detection and prevention of fraud against Thornton Fractional Township High School District 215. It is the intent of the Thornton Fractional Township High School District 215 to promote consistent organizational behavior by providing guidelines and assigning responsibility for the development of controls and conduct of investigations.

I. Scope

This policy applies to any fraud, or suspected fraud, involving employees as well as consultants, vendors, contractors, outside agencies doing business with employees of such agencies, and any other parties with a business relationship with the Thornton Fractional Township High School District 215.

Any investigative activity required will be conducted without regard to the suspected wrongdoer's length of service, position or title, or relationship to the Thornton Fractional Township High School District 215.

II. Policy

Management is responsible for the detection or prevention of fraud, misappropriations, and other inappropriate conduct. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any fraud that is detected or suspected must be reported to the Superintendent, who coordinates investigations with the District Counsel and other affected areas, both internal and external.

III. Actions Constituting Fraud

The terms defalcation, misappropriation, and other fiscal wrongdoings refer to, but are not limited to:

- An entry into the accounting records of the Thornton Fractional Township High School District 215 that is intentionally made to represent what is not true or does not exist, with intent to deceive the Board of Education of the Thornton Fractional Township High School District 215.
- Forgery of a check, bank draft, wire transfer or any other Thornton Fractional Township High School District 215 financial document.
- Unauthorized alteration of any financial document or account belonging to the Thornton Fractional Township High School District 215.
- Misappropriation of funds, securities, supplies, or other Thornton Fractional Township High School District 215 assets.
- Impropriety in the handling or reporting of money or financial transactions.
- Disclosing confidential and proprietary information to outside parties for personal gain, except as allowed under the Illinois Freedom of Information Act or other law.

- Accepting or seeking anything of material value from contractors, vendors or persons providing services or materials to the Thornton Fractional Township High School District 215, except as provided in gift policies.

IV. Investigation Responsibilities

Thornton Fractional Township High School District 215 has the responsibility for the investigation of all suspected fraudulent financial acts as defined in the policy. Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for further independent investigation will be made in accordance with Illinois and Federal laws.

V. Confidentiality

Thornton Fractional Township High School District 215 treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will notify the supervisor or the Superintendent directly, and should not attempt to personally conduct investigations or interviews related to any suspected fraudulent act.

Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know subject to the Illinois Freedom of Information Act. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct.

VI. Reporting Procedures

Great care must be taken in the investigation of suspected improprieties or wrongdoings so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. An employee who discovers or suspects fraudulent activity will contact the supervisor or the Superintendent's Office either directly or in writing or through email. The employee or other complainant may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual, his or her attorney or representative, or any other inquiries should be directed to the Superintendent or the Board of Education. No information concerning the status of an investigation will be given out. The reporting individual should be informed that they should not contact the suspected individual in an effort to determine facts or demand restitution or discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by the Superintendent or Board of Education.

VII. Termination

The Board of Education does have the authority to terminate an employee for committing fraudulent acts. Decisions to terminate an employee reside with the Board of Education and Superintendent in consultation with the General Counsel.

VIII. Administration

The Board of Education and Superintendent are responsible for the administration, revision, interpretation, and application of this policy. ADOPTED: March 27, 2012

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

INSURANCE: 3006

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. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.

3. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.

ADOPTED: February 25, 2014

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

FREE AND REDUCED PRICE MEALS: 3100

The Board of Education has entered into an agreement to participate in the National School Lunch Program and accepts responsibility for providing free and reduced price meals to students in the schools under its jurisdiction.

In fulfilling its responsibilities, the Board of Education agrees to follow and implement the rules and regulations prescribed by the Department of Agriculture and the State of Illinois.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

STUDENT FEES: 3199

The Board of Education has the right to establish and collect fees from students. Furthermore, the Board of Education has established that fees are payable by a student as a prerequisite of the student's participation in any curricular or extracurricular program operated by the District.

While the Board of Education will waive charges for textbooks and other fees for children whose families are unable to afford them, including children eligible for the federal free lunch and breakfast program, and for any other extenuating circumstances for which the school board will waive fees as communicated in adopted policy, all fees not waived become the obligation of the student.

A student who has outstanding fees owing to the District will not be able to obtain official transcripts until fees are paid or payment arrangements have been made. The District may refund relevant fees to a student in accordance with procedures associated with this policy.

Fee payments
Fees are assessed and payable upon registration to a grade.

Fee refunds/assessments
If a student withdraws from school, a student or parent may be entitled to apply for a refund of fees paid or a reduction of fees assessed.

If a student withdraws from school before the start of school or is a no-show, no fees will be assessed and the student may request a full refund of fees pre-paid. Once school begins and the student attends classes, assessments or refunds will be prorated by semester or fraction thereof.

BUSINESS AND NON INSTRUCTIONAL OPERATIONS
Waiver of Fees: 3200

In fulfilling the duties of a Board of Education, it is recognized that there are situations in which a parent or guardian cannot pay for books and fees.

In recognition of these situations, the Board of Education will waive fees for textbooks, other instructional materials, driver education, and other fees as required by law, for students eligible under this policy for such waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, equipment, and any other school owned materials.

In all cases, there must be a request for waiver by the responsible parent or guardian. Fees will be waived if the family qualifies financially under the guidelines established for free lunch or breakfast under the National School Lunch program, as promulgated by the Illinois State Board of Education. The principal or his/her designee will give additional consideration where one or more of the following factors are present: (1) illness in the family (2) unusual expenses such as fire, flood, storm damage, etc. (3) season unemployment (4) emergency situations (5) when one or more of the parents/guardians are involved in work stoppage. The parents(s) or guardian(s) shall provide written evidence of eligibility for waiver of the student's fees.

For the purpose of this policy "school fees" or "fees" means any monetary charge collected by District 215 from a student or the parents or guardian of a student as a prerequisite for the student's participation in any curricular or extracurricular program operated by District 215. District 215 does not impose a "fee" when it requires that a student provide his/her own ordinary supplies or materials (e.g. pencil, paper, notebooks) which are necessary to participate in any curricular or extracurricular programs.

School fees include, but are not limited to the following:

A. All charges for required textbooks and instructional materials.

B. All charges and deposits collected by a school for use of school property (e.g. locks, towels, laboratory equipment).

C. Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry, or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).

D. Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.

E. Charges to participate in an extracurricular activity.

F. Charges for supplies required for a particular class (e.g., applied technology or family consumer Science materials, laboratory or art supplies.)

G. Graduation fees (e.g. caps, gowns)

H. School records fees

I. School health service fees

J. Driver's education fees assessed pursuant to Section 27-23 of the Illinois School Code

"School fees" do not include:

A. Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).

B. Charges for the purchase of class rings, yearbooks, pictures, diplomas covers or similar items.

C. Charges for optional travel undertaken by a school club or groups of students outside of school hours
(e.g., a trip to Spain by the Spanish Club or a senior class trip).

D. Charges for admission to school dance, athletic events or other social events.

E. Optional community service programs for which fees are charged (e.g. preschool, before and after school child care, recreation programs).

The principal or his or her designee shall promptly notify the applicants as to whether the fee waiver request was granted or denied. If denied, the decision may be appealed pursuant to the administrative procedure.

Parents and guardians of all students enrolling in the district for the first time will be notified of the district's policy regarding the wavier fees, and all parents and guardians will be notified annually that this program is available.

REVISED: 2/28/2006

Appeal Process - Waiver of Fees

The principal (or designee) of each campus will be the district official responsible for reviewing the income data supplied (on forms available for this purpose) to qualify for the program. The data may be verified during the school year to determine if the family's income status has changed. Anyone failing to supply the data as requested will be terminated from the program and requested to pay for books and fees.

The family should be promptly notified if their request is denied. Such notice must include the reasons for the denial, a statement of the right to appeal, and a statement of the right to re-apply if circumstances change. If an application for assistance is denied at the building level, an appeal process will be available to the family. That process is as follows:

Step One: If the applicant is denied at the building level, the family may appeal to the Director of Business for the District. Within five (5) working days, a response will be made to any data or information the family may wish to supply to support their appeal.

Step Two: If the application is still denied, the family may appeal to the superintendent. A response will be made within ten working days.

Step Three: If the superintendent upholds the denial, the family may request a closed session hearing with the Board of Education at a regularly scheduled meeting. This request must be made within three days after the receipt of the meeting. If the Board of Education upholds the decision, this is the final step in the process of appeal. The family must then pay for books and fees.

Application for Fee Waiver
To be submitted to the Building Principal

Student's Name *(please print)* **School**

As the parent/guardian of the above-named student, I request a waiver of school fees.
I am asking for a waiver of school fees because: *(please check at least one box)*

☐ The above-named student (or student's family) is currently receiving aid under Article IV of The Illinois Public Aid Code (Aid to Families with Dependent Children, AFDC) and evidence of participation is enclosed;

☐ The above-named student is currently eligible for free meals pursuant to 105 ILCS 125/1 et seq.;

☐ While none of the above two statements is true, there are other reasons why I am unable to afford the school fee assessed to the above-named student which are: *(describe in detail)* 1

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 (*please print*) Address

Signature Date

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

TUITION – NON RESIDENT: 3240

The non-resident tuition rate for the current year shall be the actual per capita tuition cost for the year immediately preceding school term.

If a student is a legal resident on the day of enrollment, and then becomes a non-resident of the district during the school year, that student is allowed to attend school in the district for the remainder of that school year only, tuition free.

If a student transfers his/her legal residence within the school district, but changes attendance centers, he/she shall be required to change attendance centers no later than the beginning of the semester following the relocation.

Cross Reference: 5118, 9440
REVISED: March 27, 2007

Non-Resident Tuition

As per section 10-20, 12a of **The School Code of Illinois**, non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned. Pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

ADULT EDUCATION: 3250

District sponsored adult education rates shall prevail as announced by the superintendent, with the approval of the Board of Education.

Any adjustment or exceptions to the above fees shall be made by the superintendent and any action taken shall be subject to the approval of the Board of Education.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

SOLICITATION WITHIN THE SCHOOL: 3260

Faculty and staff shall not permit the advertisement or promotion of any article, activity, or publication to students without the consent of the principal. Only such announcements, outside entertainment or activities of a civic nature or interest and benefit, which the principal deems worthy, shall be called to the attention of the pupils.

Faculty and staff are not to permit interviews on school time in the school building, with persons whose object is to have them make purchases or investments.

Pupils, or others, are not allowed to sell items of any kind in the school building without the consent of the principal.

REVISED: 7.26.2011

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

GIFT AND POLITICAL ACTIVITY BAN: 3280

Authorization to accept gifts from any individual or organization outside of District 215 shall be vested only in the Board of Education in accordance with the Illinois State Officials and Employees Ethics Act. Furthermore, it shall be Board policy that no staff member shall solicit goods or services from any person(s) without the knowledge and approval of the principal and the superintendent.

REVISED: June 22, 2004

Ban of Receipt of Gifts:
No part-time, full-time, or contractual employees, including teachers, support staff or administrative staff, and no school board members or other appointed or elected officials (hereinafter referred to as Acovered individual(s)@) shall accept any gift or gratuity from any person or entity who:

1. is seeking official action from the District;

2. does business or seeks to do business with the District;

3. conducts activities regulated by the District;

4. has an interest that may be substantially affected by the District; or

5. is a registered lobbyist.

Further, no spouse or immediate family member living with the covered individual shall accept any gift or gratuity from the above listed prohibited sources.

A gift and gratuity as used in this policy covers any gratuity, discount, entertainment, hospitality, loan, forbearance, or anything else having monetary value, including cash, food, drinks or honoraria.

Exceptions

However, a gift or gratuity is exempt from this provision under the following circumstances:

1. the covered individual pays market value for the item;
2. a lawful political contribution or attendance at a political fundraising event;
3. gifts from relatives;
4. gifts based on personal friendship, unless the covered individual has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the covered individual and not because of the personal friendship;
5. food, refreshments, lodging**,** transportation and other benefits resulting from outside employment or other outside activities that are not connected to the duty of the covered individual, if the benefits have not been offered or enhanced because of the official position or employment of the covered individual and are customarily provided to others in similar circumstances.
6. bequests**,** inheritances, and other transfers at death;

Ban on Receipt of Gifts:

7. opportunities, benefits, and services that are available on the same conditions as for the general public;
8. food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased, prepared or catered;
9. any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100;
10. educational materials and missions;
11. travel expenses for a meeting to discuss State business;
12. intra-governmental and inter-governmental gifts. AIntra-governmental gift@ means any gift given to a covered individual from another member, officer, or employee of the same State agency; and Ainter-governmental gift@ means any gift given to a covered individual by a member, officer, or employee of another State agency, of a federal agency, or of any governmental entity.

To determine whether a gift is provided on the basis of personal friendship, the covered individual shall consider the following circumstances:

1. the history of the relationship between the two parties, including any previous exchange of gifts;

2. whether the covered individual has actual knowledge that the individual giving the gift personally paid, or sought a tax deduction or business reimbursement, for the gift; and

3. whether the covered individual has actual knowledge of the gift giver giving the same or similar gifts to other covered individuals.

Ethics Commission

There is hereby created the Ethics Commission of the School District. The Ethics Commission shall consist of three (3) members: the President of the Board of Education, who shall serve as Chairman; another member of the Board**;** and a resident of the School District who is not a member of the Board, but who may be an administrator, teacher, other employee, parent, or volunteer. Appointments of the two members other than the Chairman shall be made by the Board President with the approval of the Board. Appointments shall be made annually for one year terms within 30 days after the Board's organizational or regular April meeting. When the Commission considers complaints against the Board President or the Board President is unable to attend Commission meetings, the Vice President of the Board shall serve as Commission Chairman instead of the President.

Ban on Receipt of Gifts

When the Commission considers a complaint against an appointed member or the appointed member is unable to attend Commission meetings, the Chairman shall appoint a temporary replacement member with the same qualification as the member who is temporarily replaced. Commission Members shall serve without additional compensation, but may receive reimbursements for the reasonable expenses actually incurred in the performance of their duties.

The Ethics Commission shall consider complaints of violations of this policy and shall have all the other powers and duties provided by law, including the power to promulgate rules governing the performance of its duties and the exercise of its powers. The District staff shall serve as the staff of the Commission under the direction of the Chairman, but subject to the supervision of the Board.

Enforcement

In addition to any penalties for violations of the Gift Ban provisions of the *State Officials and Employees Ethics Act,* violations of this policy may result in appropriate discipline, including but not limited to the following: reprimand or notice to remedy; a directive to cease and desist the violative action; a directive to return an item, refund money, provide restitution for services, or make a donation to charity of an amount equal to the gift; dismissal or suspension from employment; and notification to appropriate law enforcement officials.

LEGAL REF.: 5 ILCS 430/10-10 *et seq.*

Prohibit Political Activities

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the School District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (I) as part of that officer or employee's duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Policy prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

(e) No person in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Definitions

For purposes of this Policy, the following terms shall be given these definitions:

Campaign for elective office means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (I) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person's official duties.

Prohibit Political Activities

Candidate means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

Collective bargaining has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, compensated time includes any period of time when the officer is on premises under the control of the School District and any other time when the officer or employee is executing his or her official duties, regardless of location.

Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

Employee means a person employed by the School District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

Leave of absence means any period during which an employee does not receive (I) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

Officer means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

Prohibit Political Activities

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (I) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the persons official duties.

Political organization means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

Prohibit Political Activities

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

Enforcement

Complaints alleging violations of this Policy may be filed with and considered by the School District's Ethics Commission, as constituted pursuant to the Policy on the Ban on Receipt of Gifts.

Officers or employees violating this Policy may be subjected to appropriate discipline, including but not limited to the following: reprimand or notice to remedy; directive to cease and desist the violative action; dismissal or suspension from employment; and notification to appropriate law enforcement officials.

LEGAL REF.: 5 ILCS 430/1-1 *et seq.*

ADOPTED: June 22, 2004

Ethics Officer

The Superintendent or designee shall be the District ethics officer. The ethics officer's duties shall include:

1. Reviewing statements of economic interest and disclosure forms of any District employee or board member required to file such documents, prior to filing with the County Clerk; and

2. Providing guidance to District employees and board members in the interpretation and implementation of the Board's policies on Ban on Receipt of Gifts and Prohibited Political Activities.

ADOPTED: June 22, 2004

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

IMPREST FUND: 3300

The Board of Education has the responsibility of approving for payment of all bills submitted to the District for services rendered or items purchased.

Normally, payment will be made following such approval. The superintendent is empowered to authorize the payment of certain obligations through the imprest fund, not conforming to the Board's meeting calendar, that are of such nature that payment is necessary to continue service, meet a deadline, or an emergency. The Board will review all imprest payments and approve them at a regular meeting.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

INTERIM BILL PAYMENT: 3301

The Superintendent or designee are authorized to direct the Treasurer of Township No. 36, Range 15, in Cook County, Illinois to pay bills in the interim between monthly Board of Education meetings. The Board will review and approve all such payments at a regular meeting.

Authorization will include approval and signature of the Superintendent.

REVISED: February 25, 2014

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

PAYROLL PROCEDURES: 3302

The Board of Education has the responsibility for approving all payroll of District employees.

Payroll Approval Procedures:

1. Monthly payroll will be approved by the Board of Education for payment at the regularly scheduled monthly meeting one month prior to the actual payrolls.

2. Actual figures for monthly payrolls will be provided to the Board of Education in a Bills & Payroll report at the next regularly scheduled Board of Education meeting.

3. Ten-month employees may elect twenty-one (21) or twenty-six (26) pay periods. Eleven-month employees may elect twenty-three (23) or twenty-six pay (26) pay periods. Payrolls are paid on alternate Fridays. When the payday is scheduled on a non-attendance day, every effort will be made to provide the payroll on the last working day prior to the regularly scheduled payroll day.

REVISED: October 27, 2009

BUSINESS

USE OF CREDIT AND PROCUREMENT: 3400

The Superintendent and employees designated by the Superintendent are authorized to use District credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the District's behalf. Credit and procurement cards shall only be used for those expenses that are for the District's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the District's best interests.

The Superintendent or designee shall manage the use of District credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether District credit and procurement card use by the Superintendent is appropriate

LEGAL REF.: 105 ILCS 5/10-20.21.23 Ill.Admin.Code §100.70(d).

CROSS REF.: 3400.1 of 2 (Administrative Procedure, "Use of Credit and Procurement Cards")

ADOPTED: November 28, 2017

Use of Credit and Procurement Cards

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

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or District or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Superintendent or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. The Superintendent shall limit the amount each cardholder may charge in a single purchase or within a given month and inform the issuing bank of these limitations.
4. The Superintendent or designee must approve the use of a District credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the District for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Superintendent shall implement a process whereby all purchases using a District credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.

9. No individual may use a District credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Superintendent or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the District credit or procurement card and shall ensure that it is used for the District's benefit.

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

MONIES IN THE SCHOOL BUILDING: 3450

All persons collecting or handling monies in connection with the activities of the school are directly responsible to the building principal concerning funds involved - subject to audit - by the Assistant Superintendent for Business. All funds collected by sponsors, etc., shall be deposited with the Activities Director who in turn shall issue an official receipt.

REVISED July 15, 1997

The superintendent shall present to the Board of Education administrative procedures developed for the operation of the schools. These procedures shall be received by the Board and placed in the policy manual under the appropriate governing policy.

ADOPTED: 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

VISITORS TO THE SCHOOLS: 3510

For the sake of preserving the learning environment and to maintain the security of personnel and facilities, it is deemed necessary to control the movement of visitors into and throughout the school buildings during school hours. This must be done in a manner which is both business-like and hospitable.

Accordingly, all visitors shall report to the central office or Visitor's Desk in any school building to state the purpose of their visitation and receive identification to carry out that purpose.

The building principal may deny access to the building to any individual or individuals who by the opinion of the principal, would not be in the interest of preserving the learning environment.

REVISED: 11/26/02

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

BLOODBORNE PATHOGENS OR OTHER HAZARDOUS AND INFECTIOUS MATERIALS: 3511

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises fro risk associated with exposure to bloodborne pathogens or other potentially hazardous or potentially infectious materials.

CROSS REFERENCE:
Administrative Handbook - Bloodborne Pathogen Control Plan

REVISED: February 28, 2006

BUSINESS AND NON INSTRUCTION OPERATIONS
SAFETY: 3512

The school district shall have programs promoting the safety of everyone on district property or at a district event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility.

Cross Reference:

Administrative Handbook
Crisis Plan

REVISED: 10.24.2017

Crisis Plan

The purpose of the School Crisis Response Plan is to aid students and /or staff when a school is confronted with a potential crisis or when an actual crisis presents itself. A crisis may be defined as bomb threats, suicides, accidents, riots, tornadoes, or any unusual traumatic circumstances affecting the school community. Advance planning for emergencies and disasters is essential to provide for the safety of students and staff, should a threat to safety arise within the school day. It also strengthens the morale of all concerned to know that a Crisis Response plan exists and that students and staff have been trained in carrying them out.

All District operations, including the education program, shall be conducted in a manner that will promote the safety of everyone on District property or at a District event.

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

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

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

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

Crisis Response Plan

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

The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion.

The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

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

All contracts with the School District that may involve an employee or agent of the contractor having any contact, direct or indirect, with a student, shall contain the following:
The contractor shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9, or who is listed in the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database. The contractor shall obtain a fingerprint-based criminal history records check before sending any employee or agent to any school building or school property.

Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

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:

All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education

Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, which occurred on school grounds during the regular school hours or during a school-sponsored event.

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

Student Insurance

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

Emergency Closing

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

BUSINESS AND NON INSTRUCTIONAL OPERATIONS
MRSA HEALTH POLICY : 3513

Student Athletes and Community-Associated Methicillin Resistant Staphylococcus Aureus (CA-MRSA) Infections

Because the Board of Education for Thornton Fractional Township High School District 215 is strongly committed to providing safe and healthy environments for students and staff, the Board authorizes the superintendent to develop detailed procedures to limit the spread of staph infections, including Methicillin Resistant Staphylococcus Aureus (MRSA), in school settings.

Staphylococcus aureus, often referred to as "staph", are bacteria commonly found on healthy people. Although those who exhibit symptoms of illness and infection can be successfully treated with antibiotics, some staph infections have become resistant to various antibiotics. MRSA is one of these.

Outbreaks of MRSA across the country have occurred among student athletes, especially participants in contact sports and sports in which participants are prone to skin abrasions. This Board of Education policy and resultant procedures will help limit the Spread of staph and MRSA in our facilities.

Preventive measures and procedures included in the Administrative Handbook and Athletic Handbook.

ADOPTED: November 27, 2007

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

FACILITY MANAGEMENT AND BUILDING PROGRAMS: 3514

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with law.

All District building 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.

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.

ADOPTED: April 22, 2008

Cross Reference: Green Cleaning School Act, 105 ILCA 140

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

EMPLOYEE IT EQUIPMENT ISSUE: 3515

Thornton Fractional Township High School District 215 employees are expected to follow this policy when using district-issued equipment including laptops, tablets, cell phones, etc. District employees are allowed to use this equipment inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. This equipment is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Employees may use this equipment for limited personal purposes. Employees shall exercise appropriate professional judgment when using this equipment.

All district equipment is provided to employees for a period of time during employment, as deemed appropriate by the school's administration. As a condition of its use, employees must comply with and agree to all of the following:
Prior to being issued one of the district properties mentioned above, all employees will sign the Employee District-issued Technology Equipment Policy Form and agree to all outlined policies and procedures.

Employees should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the Technology Department.

Employees are expected to protect district property from damage and theft, including the following:

Do not leave district property in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight; the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors.

Be aware of the damage extreme temperatures can cause to electronics.

Lock the equipment in your office or classroom during off-hours, or in a locked cabinet or desk whenever possible.

Employees **WILL NOT** be held responsible for computer problems resulting from regular school-related use; however, employees **WILL** be held personally responsible for any problems / loss or theft caused by their negligence.

If a loss or theft does occur, immediately notify your supervisor and the Technology Department. In the event of a theft, a police report will need to be filed, and a copy must go to the Technology Department.

Employees will provide access to any district equipment, and/or accessories they have been assigned upon the district's request.

District equipment must be connected to the district wired or wireless network to access the Internet through the district's firewall and filter.

If you have important data stored on District property, such as financial data, grades, tests, or exams, etc., you must back it up as a safety precaution against hard drive failure.

REVISED: April 26, 2016
Reference: IT Acceptance Form

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS: 3516

The Superintendent shall take all reasonable measures to protect: (1) the safety of District personnel, students, and visit4ors on District premises from risks associated with hazardous materials and (2) the environmental quality of the District's buildings and grounds. Before pesticides are used on District premises, the Superintendent or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

CROSS REF.: Administrative Handbook Procedures; 8.10 Hazardous Material Release

REVISED: 2.25.2014

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

STUDENT ORGANIZATION REIMBURSEMENT: 3600

It shall be the policy of the Board to encourage members of the Board and administration to attend school functions.

The District will reimburse student organizations for expenses incurred in having members of the Board of Education and/or administration attend a banquet or special activity that would result in the individual members of the organization being assessed the cost thereof.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

TUITION – NON RESIDENT : 3240

The non-resident tuition rate for the current year shall be the actual per capita tuition cost for the year immediately preceding school term.

If a student is a legal resident on the day of enrollment, and then becomes a non-resident of the district during the school year, that student is allowed to attend school in the district for the remainder of that school year only, tuition free.

If a student transfers his/her legal residence within the school district, but changes attendance centers, he/she shall be required to change attendance centers no later than the beginning of the semester following the relocation.

Cross Reference: 5118, 9440
REVISED: March 27, 2007

Non-Resident Tuition

As per section 10-20, 12a of **The School Code of Illinois**, non-resident pupils attending the schools of the District for less than the school term shall have their tuition apportioned. Pupils who become non-resident during a school term shall not be charged tuition for the remainder of the school term in which they become non-resident pupils.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

ADULT EDUCATION: 3250

District sponsored adult education rates shall prevail as announced by the superintendent, with the approval of the Board of Education.

Any adjustment or exceptions to the above fees shall be made by the superintendent and any action taken shall be subject to the approval of the Board of Education.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

SOLICITATION WITHIN THE SCHOOL: 3260

Faculty and staff shall not permit the advertisement or promotion of any article, activity, or publication to students without the consent of the principal. Only such announcements, outside entertainment or activities of a civic nature or interest and benefit, which the principal deems worthy, shall be called to the attention of the pupils.

Faculty and staff are not to permit interviews on school time in the school building, with persons whose object is to have them make purchases or investments.

Pupils, or others, are not allowed to sell items of any kind in the school building without the consent of the principal.

REVISED: 7.26.2011

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

GIFT AND POLITICAL ACTIVITY BAN: 3280

Authorization to accept gifts from any individual or organization outside of District 215 shall be vested only in the Board of Education in accordance with the Illinois State Officials and Employees Ethics Act. Furthermore, it shall be Board policy that no staff member shall solicit goods or services from any person(s) without the knowledge and approval of the principal and the superintendent.

REVISED: June 22, 2004

Ban of Receipt of Gifts:
No part-time, full-time, or contractual employees, including teachers, support staff or administrative staff, and no school board members or other appointed or elected officials (hereinafter referred to as Acovered individual(s) shall accept any gift or gratuity from any person or entity who:

1. is seeking official action from the District;

2. does business or seeks to do business with the District;

3. conducts activities regulated by the District;

4. has an interest that may be substantially affected by the District; or

5. is a registered lobbyist.

Further, no spouse or immediate family member living with the covered individual shall accept any gift or gratuity from the above listed prohibited sources.

A gift and a gratuity as used in this policy covers any gratuity, discount, entertainment, hospitality, loan, forbearance, or anything else having monetary value, including cash, food, drinks or honoraria.

Exceptions

However, a gift or gratuity is exempt from this provision under the following circumstances:

1. the covered individual pays market value for the item;
2. a lawful political contribution or attendance at a political fundraising event;
3. gifts from relatives;
4. gifts based on personal friendship, unless the covered individual has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the covered individual and not because of the personal friendship;
5. food, refreshments, lodging**,** transportation and other benefits resulting from outside employment or other outside activities that are not connected to the duty of the covered individual, if the benefits have not been offered or enhanced because of the official position or employment of the covered individual and are customarily provided to others in similar circumstances.
6. bequests**,** inheritances, and other transfers at death;

Ban on Receipt of Gifts:

7. opportunities, benefits, and services that are available on the same conditions as for the general public;
8. food or refreshments not exceeding $75 per person in value on a single calendar day; provided that the food or refreshments are consumed on the premises from which they were purchased, prepared or catered;
9. any item or items from any one prohibited source during any calendar year having a cumulative total value of less than $100;
10. educational materials and missions;
11. travel expenses for a meeting to discuss State business;
12. intra-governmental and inter-governmental gifts. Intra-governmental gift means any gift given to a covered individual from another member, officer, or employee of the same State agency; and inter-governmental gift means any gift given to a covered individual by a member, officer, or employee of another State agency, of a federal agency, or of any governmental entity.

To determine whether a gift is provided on the basis of personal friendship, the covered individual shall consider the following circumstances:

1. the history of the relationship between the two parties, including any previous exchange of gifts;

2. whether the covered individual has actual knowledge that the individual giving the gift personally paid, or sought a tax deduction or business reimbursement, for the gift; and

3. whether the covered individual has actual knowledge of the gift giver giving the same or similar gifts to other covered individuals.

Ethics Commission

There is hereby created the Ethics Commission of the School District. The Ethics Commission shall consist of three (3) members: the President of the Board of Education, who shall serve as Chairman; another member of the Board**;** and a resident of the School District who is not a member of the Board, but who may be an administrator, teacher, other employee, parent, or volunteer. Appointments of the two members other than the Chairman shall be made by the Board President with the approval of the Board. Appointments shall be made annually for one year terms within 30 days after the Board's organizational or regular April meeting. When the Commission considers complaints against the Board President or the Board President is unable to attend Commission meetings, the Vice President of the Board shall serve as Commission Chairman instead of the President.

Ban on Receipt of Gifts

When the Commission considers a complaint against an appointed member or the appointed member is unable to attend Commission meetings, the Chairman shall appoint a temporary replacement member with the same qualification as the member who is temporarily replaced. Commission Members shall serve without additional compensation, but may receive reimbursements for the reasonable expenses actually incurred in the performance of their duties.

The Ethics Commission shall consider complaints of violations of this policy and shall have all the other powers and duties provided by law, including the power to promulgate rules governing the performance of its duties and the exercise of its powers. The District staff shall serve as the staff of the Commission under the direction of the Chairman, but subject to the supervision of the Board.

Enforcement

In addition to any penalties for violations of the Gift Ban provisions of the *State Officials and Employees Ethics Act,* violations of this policy may result in appropriate discipline, including but not limited to the following: reprimand or notice to remedy; a directive to cease and desist the violative action; a directive to return an item, refund money, provide restitution for services, or make a donation to charity of an amount equal to the gift; dismissal or suspension from employment; and notification to appropriate law enforcement officials.

LEGAL REF.: 5 ILCS 430/10-10 *et seq.*

Prohibit Political Activities

(a) No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the School District in connection with any prohibited political activity.

(b) At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (I) as part of that officer or employee=s duties, (ii) as a condition of employment, or (iii) during any compensated time off (such as holidays, vacation or personal time off).

(c) No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.

(d) Nothing in this Policy prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this Policy.

(e) No person in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

Definitions

For purposes of this Policy, the following terms shall be given these definitions:

ACampaign for elective office@ means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (I) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person=s official duties.

Prohibit Political Activities

Candidate means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).

Collective bargaining has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).

Compensated time means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Policy, does not include any designated holidays, vacation periods, personal time, compensatory time off or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, Acompensated time@ includes any period of time when the officer is on premises under the control of the School District and any other time when the officer or employee is executing his or her official duties, regardless of location.

Compensatory time off means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.

Contribution has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).

Employee means a person employed by the School District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

Leave of absence means any period during which an employee does not receive (I) compensation for employment, (ii) service credit towards pension benefits, and (iii) health insurance benefits paid for by the employer.

Officer means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

Prohibit Political Activities

Political activity means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (I) relating to the support or opposition of any executive, legislative, or administrative action, (ii) relating to collective bargaining, or (iii) that are otherwise in furtherance of the person=s official duties.

Political organization means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.

Prohibited political activity means:

(1) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.

(2) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.

(3) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.

(4) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(5) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

(6) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.

(7) Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.

Prohibit Political Activities

(8) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.

(9) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.

(10) Preparing or reviewing responses to candidate questionnaires.

(11) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.

(12) Campaigning for any elective office or for or against any referendum question.

(13) Managing or working on a campaign for elective office or for or against any referendum question.

(14) Serving as a delegate, alternate, or proxy to a political party convention.

(15) Participating in any recount or challenge to the outcome of any election.

Enforcement

Complaints alleging violations of this Policy may be filed with and considered by the School District's Ethics Commission, as constituted pursuant to the Policy on the Ban on Receipt of Gifts.

Officers or employees violating this Policy may be subjected to appropriate discipline, including but not limited to the following: reprimand or notice to remedy; directive to cease and desist the violative action; dismissal or suspension from employment; and notification to appropriate law enforcement officials.

LEGAL REF.: 5 ILCS 430/1-1 *et seq.*

ADOPTED: June 22, 2004

Ethics Officer

The Superintendent or designee shall be the District ethics officer. The ethics officer=s duties shall include:

1. Reviewing statements of economic interest and disclosure forms of any District employee or board member required to file such documents, prior to filing with the County Clerk; and

2. Providing guidance to District employees and board members in the interpretation and implementation of the Board's policies on Ban on Receipt of Gifts and Prohibited Political Activities.

ADOPTED: June 22, 2004

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

IMPREST FUND: 3300

The Board of Education has the responsibility of approving for payment of all bills submitted to the District for services rendered or items purchased.

Normally, payment will be made following such approval. The superintendent is empowered to authorize the payment of certain obligations through the imprest fund, not conforming to the Board's meeting calendar, that are of such nature that payment is necessary to continue service, meet a deadline, or an emergency. The Board will review all imprest payments and approve them at a regular meeting.

ADOPTED 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

INTERIM BILL PAYMENT: 3301

The Superintendent or designee are authorized to direct the Treasurer of Township No. 36, Range 15, in Cook County, Illinois to pay bills up to $500,000 in the interim between monthly Board of Education meetings.

Authorization will include approval and signatures of both the superintendent and the Board of Education president's and secretary's signatures will be obtained at the

A PARTNERSHIP OF EXPECTATIONS

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

PAYROLL PROCEDURES: 3302

The Board of Education has the responsibility for approving all payroll of District employees.

Payroll Approval Procedures:

1. Monthly payroll will be approved by the Board of Education for payment at the regularly scheduled monthly meeting one month prior to the actual payrolls.

2. Actual figures for monthly payrolls will be provided to the Board of Education in a Bills & Payroll report at the next regularly scheduled Board of Education meeting.

3. Ten-month employees may elect twenty-one (21) or twenty-six (26) pay periods. Eleven-month employees may elect twenty-three (23) or twenty-six pay (26) pay periods. Payrolls are paid on alternate Fridays. When the payday is scheduled on a non-attendance day, every effort will be made to provide the payroll on the last working day prior to the regularly scheduled payroll day.

REVISED: October 27, 2009

MONIES IN SCHOOL BUILDING: 3450

All persons collecting or handling monies in connection with the activities of the school are directly responsible to the building principal concerning funds involved - subject to audit - by the Assistant Superintendent for Business. All funds collected by sponsors, etc., shall be deposited with the Activities Director who in turn shall issue an official receipt.

REVISED July 15, 1997

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

ADMINISTRATIVE PROCEDURES: 3500

The superintendent shall present to the Board of Education administrative procedures developed for the operation of the schools. These procedures shall be received by the Board and placed in the policy manual under the appropriate governing policy.

ADOPTED: 12-15-92

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

VISITORS TO THE SCHOOLS: 3510

For the sake of preserving the learning environment and to maintain the security of personnel and facilities, it is deemed necessary to control the movement of visitors into and throughout the school buildings during school hours. This must be done in a manner which is both business-like and hospitable.

Accordingly, all visitors shall report to the central office or Visitor's Desk in any school building to state the purpose of their visitation and receive identification to carry out that purpose.

The building principal may deny access to the building to any individual or individuals who by the opinion of the principal, would not be in the interest of preserving the learning environment.

REVISED: 11/26/02

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

BLOODBORNE PATHOGENS OR OTHER HAZARDOUS AND INFECTIOUS MATERIALS: 3511

The Superintendent or designee(s) shall take all reasonable measures to protect the safety of District personnel, students, and visitors on District premises for risk associated with exposure to bloodborne pathogens or other potentially hazardous or potentially infectious materials.

CROSS REFERENCE:
Administrative Handbook - Bloodborne Pathogen Control Plan

REVISED: February 28, 2006

BUSINESS AND NON INSTRUCTION OPERATIONS

SAFETY: 3512

The school district shall have programs promoting the safety of everyone on district property or at a district event.

The Superintendent or designee shall develop and implement a comprehensive safety and crisis plan. The comprehensive safety and crisis plan shall specifically include provisions for: injury prevention; bomb threats, weapons, and explosives on campus; fire emergency and drill procedures; tornado protection; instruction in safe bus riding practices; emergency aid; post-crisis management; and responding to medical emergencies at an indoor physical fitness facility.

Cross Reference:

Administrative Handbook
Crisis Planbook

REVISED: 10.24.2017

Crisis Plan

The purpose of the School Crisis Response Plan is to aid students and /or staff when a school is confronted with a potential crisis or when an actual crisis presents itself. A crisis may be defined as bomb threats, suicides, accidents, riots, tornadoes, or any unusual traumatic circumstances affecting the school community. Advance planning for emergencies and disasters is essential to provide for the safety of students and staff, should a threat to safety arise within the school day. It also strengthens the morale of all concerned to know that a Crisis Response plan exists and that students and staff have been trained in carrying them out.

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One bus evacuation drill
One severe weather and shelter-in-place drill

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

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

Crisis Response Plan

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

The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion.

The offender received permission to be present from the School Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Superintendent or designee shall develop guidelines for managing his or her presence in school.

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

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

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

Additionally, at least quarterly, the contractor shall check if an employee or agent is listed on the Statewide Sex Offender Registry or the Statewide Violent Offender Against Youth Database.

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:

All students attending a persistently dangerous school, as defined by State law and identified by the Illinois State Board of Education

Any student who is a victim of a violent criminal offense, as defined by 725 ILCS 120/3, which occurred on school grounds during the regular school hours or during a school-sponsored event.

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

Student Insurance

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

Emergency Closing

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

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

MRSA HEALTH POLICY : 3513

Student Athletes and Community-Associated Methicillin Resistent Staphylococcus Aureus (CA-MRSA) Infections

Because the Board of Education for Thornton Fractional Township High School District 215 is strongly committed to providing safe and healthy environments for students and staff, the Board authorizes the superintendent to develop detailed procedures to limit the spread of staph infections, including Methicillin resistant Staphylococcus Aureus (MRSA), in school settings.

Staphylococcus aureus, often referred to as "staph", are bacteria commonly found on healthy people. Although those who exhibit symptoms of illness and infection can be successfully treated with antibiotics, some staph infections have become resistant to various antibiotics. MRSA is one of these.

Outbreaks of MRSA across the country have occurred among student athletes, especially participants in contact sports and sports in which participants are prone to skin abrasions. This Board of Education policy and resultant procedures will help limit the spread of staph and MRSA in our facilities.

Preventive measures and procedures included in the Administrative Handbook and Athletic Handbook.

ADOPTED: November 27, 2007

S AND NON INSTRUCTIONAL OPERATIONS

FACILITY MANAGEMENT AND BUILDING PROGRAMS : 3514

The Superintendent shall manage the District's facilities and grounds as well as facility construction and building programs in accordance with law.

All District building 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.

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.

ADOPTED: April 22, 2008

Cross Reference: Green Cleaning School Act, 105 ILCA 140

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

EMPLOYEE IT EQUIPMENT ISSUE: 3515

Thornton Fractional Township High School District 215 employees are expected to follow this policy when using district-issued equipment including laptops, tablets, cell phones, etc. District employees are allowed to use this equipment inside and outside the school in order to enhance, enrich, and facilitate teaching and administrative duties as well as school communications. This equipment is to be used as a productivity tool for school-related business, curriculum enhancement, research, and communications. Employees may use this equipment for limited personal purposes. Employees shall exercise appropriate professional judgment when using this equipment.

All district equipment is provided to employees for a period of time during employment, as deemed appropriate by the school's administration. As a condition of its use, employees must comply with and agree to all of the following:

Prior to being issued one of the district properties mentioned above, all employees will sign the Employee District-issued Technology Equipment Policy Form and agree to all outlined policies and procedures.

Employees should NOT attempt to install software or hardware or change the system configuration including network settings without prior consultation with the Technology Department.

Employees are expected to protect district property from damage and theft, including the following:

Do not leave district property in an unlocked vehicle, even if the vehicle is in your driveway or garage. Never leave it in plain sight; the best place is in a locked trunk. If you do not have a trunk, cover it and lock the doors. Be aware of the damage extreme temperatures can cause to electronics. Lock the equipment in your office or classroom during off-hours, or in a locked cabinet or desk whenever possible.

Employees **WILL NOT** be held responsible for computer problems resulting from regular school-related use; however, employees **WILL** be held personally responsible for any problems cause by their negligence.

Each staff member is responsible for any hardware and/or software damage that occurs off school premises (including labor costs), loss, or theft. If a loss or theft does occur, immediately notify your supervisor and the Technology Department. In the event of a theft, a police report will need to be filed, and a copy must go to the Technology Department.

Employees will provide access to any district equipment, and/or accessories they have been assigned upon the district's request.

The use of a wireless broadband mobile internet connection, modem, etc. is prohibited while within the district. District equipment must be connected to the district wired or wireless network to access the Internet through the district's firewall and filter.

If you have important data stored on District property, such as financial data, grades, tests, or exams, etc., you must back it up on your network folder as a safety precaution against hard drive failure.

REVISED: April 26, 2016

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

ENVIRONMENTAL QUALITY OF BUILDINGS AND GROUNDS: 3516

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

CROSS REF.: Administrative Handbook Procedures; 8.10 Hazardous Material Release

ADOPTED: 2.25.2014

BUSINESS AND NON INSTRUCTIONAL OPERATIONS

STUDENT ORGANIZATION REIMBURSEMENT : 3600

It shall be the policy of the Board to encourage members of the Board and administration to attend school functions.

The District will reimburse student organizations for expenses incurred in having members of the Board of Education and/or administration attend a banquet or special activity that would result in the individual members of the organization being assessed the cost thereof.

ADOPTED 12-15-92