

BOARD OF EDUCATION POLICIES

SECTION IX

BUILDING, GROUNDS, AND EQUIPMENT

- 900.1 CONTROL AND SUPERVISION
- 900.2 USE OF EQUIPMENT
- 900.3 VANDALISM
- 900.4 VISITORS' REGISTRY
- 900.5 USE OF TOBACCO
- 900.6 ACCIDENT REPORTS
- 900.7 PARKING FACILITIES
- 900.8 PHYSICAL FITNESS FACILITY – EMERGENCY MEDICAL
PREPAREDNESS
- 900.9 FACILITIES PLANNING
- 900.10 MAINTENANCE
- 900.11 CONSERVATION OF NATURAL AND MATERIAL RESOURCES
- 900.12 PURCHASING OF CLEANING PRODUCTS – GREEN CLEANING
POLICY
- 900.13 INTEGRATED PEST MANAGEMENT PROGRAM
- 900.14 MANAGEMENT PERSONNEL USE OF DISTRICT VEHICLES

BOARD OF EDUCATION POLICIES

900.1 CONTROL AND SUPERVISION

Adopted: June 14, 1990
Revised: December 6, 2007
Reviewed: June, 2011

Control and supervision of all buildings and grounds is vested in the Board of Education. The Board of Education believes that the school facilities of this District should be made available for community purposes provided that such use does not infringe on the original and necessary purpose of the property or interfere with the educational program of the schools and is harmonious with the purposes of the District. When not otherwise needed for School District purposes, the temporary use of school buildings or facilities may be allowed in accordance with the provisions of The Illinois School Code and administrative procedures and rules and regulations promulgated by the Superintendent.

Should all or any part of the District's community be struck by disaster, the Board shall make District grounds and/or facilities available, at no charge, for the housing, feeding, and care of victims or potential victims when requested by local, State, or Federal authorities. The Superintendent should meet with the appropriate officials of the Village of Tinley Park to establish a disaster preparedness plan in order to ensure that proper procedures are established to minimize confusion, inefficiency, and disruption of the educational program.

105 ILCS 5/10-22.10

BOARD OF EDUCATION POLICIES

900.2 USE OF EQUIPMENT

*Adopted: June 14, 1990
Revised: July 25, 1996
Reviewed: November, 2007
June, 2011*

School District equipment, including school buses and other vehicles, will not be loaned or rented to any individual, group of individuals, club, association, organization, or any other outside agency for use away from School District property unless authorized in case of emergency/special circumstance by the Superintendent or his or her designee.

Use of School District equipment by employees may be authorized by the Superintendent or his or her designee to assist in curriculum development and to facilitate the Education Program Plan.

Use of School District equipment within a school building will be at the discretion of the Superintendent and/or the Board of Education.

BOARD OF EDUCATION POLICIES

900.3 VANDALISM

*Adopted: June 14, 1990
Reviewed: November, 2007
June, 2011*

Every citizen of School District Number 140, students, and members of the police department are urged by the Board of Education to cooperate in reporting any incidents of vandalism to property belonging to the School District and the name or names of the person or persons believed to be responsible. Each employee of the School District shall report to the principal of the school every incident of vandalism known to him or her, and, if known, the name(s) of those responsible.

The Superintendent is authorized to sign a criminal complaint and to press charges against the perpetrators of vandalism to School District property, and is further authorized to delegate authority to sign such complaints and to press charges.

BOARD OF EDUCATION POLICIES

900.4 VISITORS' REGISTRY

*Adopted: June 14, 1990
Reviewed: November, 2007
June, 2011*

All visitors shall be required to register at the office of the attendance center visited. Any person entering upon the grounds of the School District or into any building must, at the request of any school employee, identify himself or herself. Any person who fails to do so shall be subject to arrest and prosecution as provided by law. Any person who refuses to immediately leave a school building or school grounds after being ordered to do so by any employee of the School District shall be subject to arrest for trespass as provided by law.

BOARD OF EDUCATION POLICIES

900.5 USE OF TOBACCO

*Adopted: June 14, 1990
Reviewed: November, 2007
June, 2011*

The use of tobacco in any form on School District property when such property is being used for any school purpose is prohibited. School District property is defined as all administrative facilities and all school facilities, including, but not limited to all indoor building areas, outdoor land, athletic fields, and motor vehicles.

105 ILCS 5/10-20.5b

BOARD OF EDUCATION POLICIES

900.6 ACCIDENT REPORTS

*Adopted: June 14, 1990
Reviewed: November, 2007
June, 2011*

Whenever any person is injured on School District grounds and such injury is made known to the administration, an accident/injury reporting form shall be completed by the appropriate administrator or designated School District employee. The Superintendent or his or her designee shall prepare administrative procedures for the implementation of this policy.

BOARD OF EDUCATION POLICIES

900.7 PARKING FACILITIES

*Adopted: June 13, 1991
Revised: December 6, 2007
Reviewed: June, 2011*

The School District's parking facilities are available for use by the community when school is not in session for temporary parking of passenger vehicles. However, the School District assumes no responsibility for damage to vehicles or theft of articles from vehicles while on School District property.

There is a five (5) mile per hour speed limit on School District property.

No handbills or notices may be placed on vehicles parked on school property or otherwise distributed on School District property.

BOARD OF EDUCATION POLICIES

900.8 PHYSICAL FITNESS FACILITY – EMERGENCY MEDICAL PREPAREDNESS

*Adopted: June 13, 1991
Revised: December 6, 2007
October 20, 2011*

In accordance with applicable law, the District will provide an automatic external defibrillator (AED) at each District physical fitness facility. A physical fitness facility is defined as any indoor or outdoor facility that is owned by the School District, is used primarily for the purpose of cardiovascular exertion, and which is supervised by one or more persons, other than maintenance or security personnel, employed by the School District for the purpose of directly supervising the physical fitness activities taking place at the facility. The term does not include any facility during any activity or program organized by a private or not-for-profit organization and organized and supervised by a person or persons other than employees of the School District, and does not include any facility serving less than a total of 100 individuals. The District will be prepared to respond appropriately to a medical emergency at such facility with the AED, as appropriate. The District hereby authorizes and directs the Superintendent, or his/her designee, to facilitate the development of a medical emergency plan and appropriate guidelines governing the proper supply and use of AEDs in the District, consistent with the Act.

Ref: 210 ILCS 74/1 et. seq.

BOARD OF EDUCATION POLICIES

900.9 FACILITIES PLANNING

Adopted: December 6, 2007

Reviewed: June, 2011

The Board of Education recognizes that planning is essential to the efficient operation of the schools and that planning must be based on accurate data. In order to assure that future District construction supports the educational program and responds to community needs, from time to time, the Superintendent will prepare a facilities review with an assessment of the need for any capital construction plan. The review is to include a description and analysis of local and regional demographic factors which influence general population growth and public school enrollments. Annually, the Superintendent shall report on the number of students enrolled and provide information as to estimated projected enrollment.

In planning for the enlargement or modification of its facilities, the Board shall consider not only the number of children whose educational needs must be met, but also the physical requirements of the program it deems best suited to meet those needs. Each school building and site shall provide suitable accommodations to carry out the educational program of the school including provision for the disabled, pursuant to law and regulation.

BOARD OF EDUCATION POLICIES

900.10 MAINTENANCE

Adopted: December 6, 2007

Reviewed: June, 2011

The fixed assets of this District represent a significant investment of the community and their maintenance is of important concern to the Board.

The Board directs the conduct of a continuous program of inspection, maintenance, and rehabilitation for the preservation of all school buildings and equipment. Wherever possible and feasible, maintenance shall be preventive.

The Superintendent or his designee shall develop and promulgate to the custodial and maintenance staff such guidelines as he deems may be necessary for the ongoing maintenance and good order of the physical plant and for the expeditious repair of those conditions which threaten the safety of the occupants or the integrity of the plant. Such guidelines are to include provision for Handicapped Parking signs which conform to State law. The guidelines shall include the establishment of sound priorities among the requests for repairs received from building principals.

BOARD OF EDUCATION POLICIES

900.11 CONSERVATION OF NATURAL AND MATERIAL RESOURCES

Adopted: December 6, 2007

Reviewed: June, 2011

The increasing costs of natural energy resources as well as the desirability of the conservation of all resources is such that the District shall endeavor to conserve all forms of energy used and as appropriate, provide for the recycling of reusable materials and the use of recycled paper. The Board of Education directs the Superintendent to develop and implement appropriate plans to meet these concerns. It expects that the administrative guidelines and procedures established will be properly observed by all members of the staff and strongly supported both in the educational program and in staff interactions with students.

105 ILCS 5/10-20.19c, 5/17-2.11

BOARD OF EDUCATION POLICIES

900.12 PURCHASING OF CLEANING PRODUCTS – GREEN CLEANING POLICY

Adopted: June 19, 2008

Reviewed: June, 2011

Each school within the District is required to purchase and use environmentally-sensitive cleaning products pursuant to the guidelines and specifications established by the Illinois Green Government Coordinating Council (“IGGCC”) unless it is not economically feasible to do so. The District will use its existing cleaning and maintenance supply stocks in its possession until they are depleted. After all existing supplies are depleted, the District will purchase and use cleaning products that comply with the Green Cleaning Schools Act and regulations.

This policy shall be in effect unless the District determines that it is not economically feasible to comply with the Act and provides annual written notice of such determination to IGGCC on the form prepared by IGGCC and available on its website, <http://www.standingupforillinois.org/green>

105 ILCS 140/1 *et seq*
23 Ill. Adm. Code 2800.10 *et seq*

BOARD OF EDUCATION POLICIES

900.13 INTEGRATED PEST MANAGEMENT PROGRAM

Adopted: October 20, 2011

In accordance with Illinois regulations, the District will use this Integrated Pest Management Program. It is the policy of the School District to implement Integrated Pest Management procedures to effectively manage pests and minimize exposure of students, faculty, and staff to pesticides.

Pests. Section 3.07 of the Structural Pest Control Act (the “Act”) defines “pests” to “include arthropods (insects, spiders, mites, ticks and related pests), wood infesting organisms, rats, mice, nuisance birds and any other obnoxious or undesirable animals in, on or under structures, but does not include bacteria or other micro-organisms on or living man or other living animals.” 225 ILCS 235/3.07. It is the policy of the School District to control pests in the school environment.

Pesticides. Section 3.22 of the Act defines “general use pesticide” as “any substance or mixture of substances intended for preventing, destroying, repelling or mitigating any pest.” 225 ILCS 235/3.25. It is the policy of the School District to control pesticides in the school environment to limit exposure for students, faculty and staff.

Integrated Pest Management. Integrated Pest Management (“IPM”) is an effective and environmentally sensitive approach to pest management that relies on a combination of common-sense practices. Current comprehensive information on the life cycles of pests and their interactions with the environment are used, in conjunction with available pest control methods including pesticides, to manage pest damage by the most economical means and with the least amount of hazard to people, property and the environment. The choice of using a pesticide will be based on a review of all available options and a determination that these options alone are not acceptable, feasible or adequate. Non-chemical pest management methods will be used when possible.

IPM Coordinator. The School District shall appoint the Supervisor of Operations and Maintenance as the IPM coordinator who shall have primary responsibility for ensuring that the School District’s IPM policy is carried out.

BOARD OF EDUCATION POLICIES

900.14 MANAGEMENT PERSONNEL USE OF DISTRICT VEHICLES

Adopted: January 19, 2012

In order to maintain the highest level of quality facilities in the District, it is essential that the management personnel within the Maintenance Department are available in case of emergency. Therefore, management personnel within the maintenance department, as determined by the Superintendent, may be issued District vehicles owned or leased by the District. All District vehicles must be clearly marked with permanently affixed decals, painted insignia, words or other specialized painting, or other advertising associated with the District. Only employees residing with the District may be issued District vehicles. If issued a District vehicle, said employees shall drive the District's maintenance vehicle to and from work in order to ensure personnel are continually available in case of an emergency. After business hours, the District vehicle shall remain at the employee's home when not used for District purposes. The employee or anyone else shall not use the District vehicle for personal use.