

5000 FACILITIES PLANNING/MANAGEMENT

5001 Goals and Objectives

The Board of Education looks upon the non-instructional operations of the district as essential to its central function, which is education. School business and support operations will be designed to support a good educational program.

The Board of Education expects all departments to set high standards for their operations and support the efforts of teachers to provide good instruction. It is the intention of the Board to:

- ensure the proper operation and maintenance of the district's buildings, grounds, vehicles, equipment and services.
- set high standards of safety.
- promote the health of students, staff and visitors.
- reflect the aspirations of the community.
- support environmentally the efforts of staff to provide good instruction.
- encourage, through the Superintendent and staff, the establishment of efficient and businesslike procedures for the management of buildings and grounds, offices, vehicles, equipment, and supplies.
- encourage the establishment of a thorough, effective, and economical maintenance program, including preventive maintenance, that will maximize the useful life of school property, vehicles, buildings, grounds, and equipment.
- encourage adherence to generally accepted management principles, and require adherence to applicable laws and regulations when establishing policies and regulations in these areas.
- Conduct such inspections of the grounds and facility as are required by the Regional Office of Education, insurance companies, district policy, and local codes.

Adopted: August 15, 2000

Revised:

Replaces:

Reference:

5002 Facilities Planning

The district will, on an as-needed basis, conduct appropriate reviews and studies of facility needs. If necessary, professional assistance may be sought.

Criteria considered in such reviews shall include, but not be limited to, the following:

- the extent of use of existing facilities;
- present and projected student enrollment;
- the educational goals and instructional programs of the district;
- the degree of non-school or shared use of the facilities;
- compliance with Federal, State, and local laws, codes, regulations and decisions;
- the age, condition and educational appropriateness of facilities;
- economic conditions, housing starts, birth rates, population growth and other relevant demographic data in the district;
- access to support services;
- available resources.

Adopted: August 15, 2000

Revised:

Replaces:

Reference:

5003 Facility Consultants

It will be the policy of the district that consultants and other appropriate resource personnel from state agencies, colleges, universities, planning laboratories, and consulting firms may be used to augment district personnel when needed and authorized by the Superintendent of schools and the Board of Education. The complexity of providing physical facilities which support a quality educational program makes the utilization of such consultants desirable and beneficial.

Adopted: August 15, 2000

Revised:

Replaces:

Reference:

5004 Naming Facilities

The Board of Education chooses not to name a building or facility after individuals who have made contributions or provided service to the district. It will, however, encourage recognition of individuals in the form of suitable plaques, memorials, establishment of scholarships, purchase of library books or other appropriate commemorations.

When a facility related memorial is to be recommended, the Superintendent will authorize the formation of a committee of administrators, citizens, students and staff members to consider the recommendation.

When a building or facility-related memorial is to be named, the Superintendent will authorize a recommended name to be submitted by the committee to the Board of Education for its formal action:

Adopted: August 15, 2000
Revised:
Replaces:
Reference:

5005 Building and Facility Safety

The program of building and facility safety shall be administered by the Custodial Department in conjunction with the Principal.

Possession of keys shall be in accordance with the following principles:

1. A log of key assignments shall be maintained in the Registrar's office.
2. Duplicate/spare keys shall be maintained in a key file/secure box.
3. Individuals assigned keys may not duplicate or loan keys.
4. All keys must be surrendered when there is no longer a need. The Principal, or his or her designee, shall be responsible to collect all keys at the end of the school year. Athletic coaches shall return keys to the Principal, or his or her designee, within two (2) weeks after the close of the season.
5. Loss of keys must be reported to the Custodial Department and Registrar. Irresponsible use of keys may result in loss of key privileges.
6. Keys should not be loaned to students for any uses.

To ensure the safety of students, employees, visitors, patrons and all others having business with the school district, the following steps shall be taken:

1. All driveway entrances and outside doors shall be posted with any required legal notices.
2. Building administrators shall arrange with the Custodial Department to develop a schedule and procedure for the locking and unlocking of doors.
3. Building administrators shall communicate which doors have been designated to remain open to students, parents, staff and other community members who have need to know.
4. A sign-in and out log shall be maintained in the district's main office and doors.
5. Security personnel shall monitor the building throughout the day under direction of building administration.
6. Badges shall be required for staff, students, and visitors.

Adopted: August 15, 2000
Revised:
Replaces:
Reference:

5006 Maintenance Repair of Buildings and Equipment

The purpose of all property owned by the district is to enhance the educational opportunities available to the district's students. District employees are charged with maintaining such property in a safe and usable condition.

All maintenance and repair of buildings and equipment shall be done through the regular channels outlined by the Custodial Department and approved by the Superintendent.

In cases of emergency, prompt repair shall be made to prevent serious and immediate danger to life, health, safety, or property. In such cases, the person in charge of the building or property involved shall provide for the needed repair service, and promptly report such action to the Custodial Department.

Schedules shall be developed to provide for the periodic regular painting and maintenance of district property.

The district shall maintain the grounds around the school building in a neat, proper, and sanitary condition.

Defacing, destroying or diminishing furniture, books, supplies, equipment, or any aspect of the facility by students will not be tolerated. These offenses must be reported immediately to the office of the Principal.

The Board encourages cooperation between students, citizens, staff, and police to report acts of vandalism and the names, if known, of those responsible.

Students who willfully or maliciously destroy school property through vandalism or arson or who create a hazard to the safety of others on school property may be referred to law enforcement authorities. In addition, students, visitors, and others caught vandalizing school property or otherwise responsible for it, may be suspended or expelled.

Adopted: August 15, 2000
 Revised:
 Replaces:
 Reference:
 Cf: Series 8000 - Students, Paragraph #8001 - Student Suspension & Expulsion Procedures
 Series 9000 – Relations with Parents and Other Citizens/Committees;
 ¶9105/9105P – Police Interrogations and Investigations

5007 Accident Prevention and Safety Procedures

Precautions to protect the safety of all students, employees, visitors, and others present on district property or at school-sponsored events will be taken to guard against accidents.

The Board of Education recommends that staff members adhere to all recommended safety practices. It will be the responsibility of the Superintendent to see that appropriate staff members are kept informed of current Federal, state and local requirements relating to fire prevention, civil defense, sanitation, public health, and occupational safety.

Teachers and other district-appointed personnel will recognize and be particularly observant of conditions that affect the health and safety of students while on school property, or in any other areas where students work or play. Teachers and other

district-appointed personnel will take precautions to protect students and other personnel from accident, injury, or health hazards, and will concern themselves with health and safety instruction as may be appropriate and necessary for the welfare of students and other personnel. Teachers also are expected to make written reports to the Principal of any health or safety hazard that is beyond their power or control.

Accurate and prompt accident reporting is essential if similar accidents are to be prevented from happening again. If there are injuries or damage, prompt reports also are vital in assuring the district, staff, students, visitors, and others of proper insurance coverage.

Therefore, the District requires that an accident report be filed for every accident that occurs on school property, or that involves a school vehicle, students or staff on school-sponsored trips, or staff members on authorized school business trips. Such accident reports are required whether or not there is an injury or damage immediately evident.

For accidents involving students, all district-appointed staff responsible for the student when the accident occurred will file an accident report with the Principal on the same day. Such staff also will report promptly to the Principal any accidents occurring off school grounds or involving school vehicles, to be filed in accordance with procedures developed by the Superintendent.

Accident report forms will be designed and made available in the district offices.

Adopted: August 15, 2000

Revised:

Replaces: EBB – Accident & Safety Procedures, EBB- R – Rules and Regulations related thereto; EBB(a) – Safety Program, EBB(a) – R - Rules and Regulations related thereto; EBB(b) – Swimming Pool Safety; EBB(b) – R – Rules and Regulations related thereto.

Reference:

5008 Use of School Equipment

The use of school equipment, other than ordinary school functions, shall not be assumed to be part of the rental contract for school facilities.

In no case shall school equipment be moved from the building, for non-school activities either on a loan or rental basis, except to members of the staff for educational purposes and classroom use. Staff members shall obtain permission from the Principal before equipment is removed from the building. The Principal will only

approve a request when the use of such equipment is related to the program of instruction.

At the discretion of the Superintendent or his/her designee, school equipment may be used on school property by outside groups or individuals for approved recreational and/or instructional purposes. Use of school equipment off of school property requires Board approval.

All equipment obtained from Federal programs with Federal funds must be appropriately marked; e.g., "Title I – 1993."

Serial numbers of all machines and equipment must be on file in the Principal's office and in the Business Office.

Adopted: August 15, 2000
Revised:
Replaces:
Reference:

5009 Inventories

A complete physical inventory and appraisal of buildings and capital equipment shall be completed every five (5) years by a recognized appraisal firm or as required by insurance companies or law.

Adopted: August 15, 2000
Revised:
Replaces: DIC - Inventories
Reference:

5010 Emergency Drills

The Principal or his/her designee shall be responsible for:

1. Developing and implementing procedures and regulations designed to facilitate the prompt and safe movement of students and staff to the safest practicable location in the event of a fire, tornado, or other emergency.
2. Conducting a series of building and school bus emergency evacuation drills designed to insure the efficient implementation of the procedures and regulations developed pursuant to paragraph 1 above.

3. Filing a written report with the Superintendent regarding each emergency evacuation drill conducted.

4. Reporting to police and fire departments as needed and required.

Adopted: August 15, 2000

Revised:

Replaces: EBBC – Emergency Drills

Reference:

5011 Vandalism

The district's buildings and their contents constitute a major investment on the part of the taxpayers of Community High School District 94. Therefore, it is in the best interests of the district's students and taxpayers to protect that investment from acts of vandalism.

To that end, the Board urges each student and resident of the district to report any act of vandalism to school property of which s/he has knowledge to the Superintendent or Principal or to the West Chicago Police Department. Each employee shall report to the Principal or his/her designee any act of vandalism to school property of which s/he has knowledge, including the names of the perpetrators, if known.

A perpetrator of an act of vandalism to school property shall be held responsible for the full cost of restoring the vandalized property to its original condition. In the event that the perpetrator is a minor, his/her parents or guardians will be held responsible by the District. The Superintendent or his/her designee is authorized by the Board to file a civil suit to recover the cost of repairs or replacement in the event that a perpetrator of an act of vandalism to school property refuses the district's request that s/he reimburse the district for the cost of such repairs or replacement.

The Superintendent or his/her designee is authorized to sign a criminal complaint and to press charges against the perpetrator of an act of vandalism to District 94 property.

Adopted: August 15, 2000

Revised:

Replaces: EBCA - Vandalism

Reference:

5012 Insurance Management – Property

The Board of Education shall maintain multi-peril insurance on the district's buildings and their contents sufficient to protect the district against substantial loss due to fire, floor, theft, vandalism and other perils normally included in such insurance coverage. The value of the district's buildings and contents shall be reviewed annually, and the amount of multi-peril insurance coverage shall be adjusted accordingly.

The Board shall maintain comprehensive and collision automobile insurance on all on-the-road motor vehicles owned by the district.

Adopted: August 15, 2000

Revised:

Replaces: EGC – Insurance Management – Property

Reference:

5013 Leasing and Renting

It shall be the policy of Community High School District 94 to make its facilities available, at reasonable charges, for use by local non-profit civic and service groups for the purpose of providing cultural, recreational, informational, and educational opportunities for the District 94 community. Four user classifications shall be defined in 5013-P, which follows this Policy.

Only usage which is in conformance with the *Illinois School Code* and which can be arranged without interfering with any school function, the safety of students or staff, or the regular school program, and without affecting the property or liability of the District will be permitted.

No District 94 facility may be used for private profit or private advantage, directly or indirectly.

Since it is the policy of the Board to encourage parental interest and participation in school programs, the Superintendent or designee is authorized to grant the use of appropriate facilities without rental charge, except for out-of-pocket expenses incurred by District 94, to school-affiliated organizations such as booster clubs and parent-teacher associations.

In order to encourage and facilitate community use of District facilities for recreational and educational purposes on a continuing basis, the Superintendent or designee shall be authorized to grant the use of appropriate facilities without rental charge, except for out-of-pocket expenses incurred by District 94, to park districts located within the boundaries of District 94, provided that the park district programs offered in District 94 facilities are available to all residents of District 94 on an equal basis.

The Superintendent or designee is authorized to grant the use of facilities without rental charge to an elementary school district located within the boundaries of District 94 for programs or activities related to the basic educational programs of the elementary school district. An elementary district that uses District 94 facilities for an activity that has fundraising as an objective shall be required to pay the actual costs incurred by the district.

A set of regulations to implement this policy shall be developed and shall include, but not be limited to:

1. A procedure for processing requests to use District 94 facilities.
2. A fee shall be charged for the use of school facilities pursuant to fee schedules that shall be approved from time to time by the School Board. Fee schedules shall be based on the District's reasonable costs of making the requested facility available, and shall take into account such matters as utilities, use of District personal property (e.g., tables, chairs, office supplies, etc.); requested or required set-up and tear-down by the District personnel; clean-up by District personnel; use of audio, visual, lighting, multi-media, computer and/or similar systems; the cost to repair or replace any District property that may be damaged as a result of an accepted use; and such other matters as may be determined by the Board.
3. A procedure for insuring District 94 is adequately protected from liabilities that could result from usage of its facilities.
4. Provisions for insuring that adequate supervision is provided.
5. Reasonable curfews designed to protect the District's neighbors and provide adequate time for cleaning and maintenance.
6. Such rules regarding smoking, safety, equipment usage, the sale and/or consumption of food and other matters as may be necessary to protect the interests of District 94 and those who use its facilities.

Adopted: December 18, 2007

Revised: March 20, 2001, July 16, 2001, September 4, 2007

Replaces: 5013 Leasing – Rules and Regulations (Adopted March 20, 2001)

Reference: *See also* ¶5013P Leasing and Renting – Rules and Regulations; ¶9400 – Use of Facilities/Equipment

5013P Leasing and Renting – Rules and Regulations

1. Classifications – Individuals and organizations requesting the use of building facilities shall be classified as follows:

Classification	Costs When no Admission Fee is Charged	Costs When Admission Fee is Charged
A. Official school-sponsored activities and organizations conducting activities to directly support District 94. (Education Foundation, Boosters, Athletic Conference Meetings, etc.)	None	None
B. Organizations and/or Government units serving the District which offer an equitable exchange of services and/or facilities and are supported by local taxes. (Park District, Police and Fire, Federal Agencies, etc.)	Personnel	Personnel and 20% of Standard Rental Rate
C. Non-profit, social, civic, religious, educational, and/or athletic organizations primarily serving District residents and whose purposes in some degree parallel those of District 94. (i.e. Feeder Groups not directly sponsored by the park district)	Personnel, Equipment, and 20% of Standard Rental Rate	Personnel, Equipment, and 50% of Standard Rental Rate
D. Any organization not included in the above.	Standard Rental Rate, Personnel, and Equipment Costs	Full Rental Rate +10%, Personnel, and Equipment Costs

2. General Conditions – Organizations wishing to use District 94 facilities shall:

A. file a written and/or on-line request with the designated school official specifying the specific facilities requested and the time(s) and date(s) of the proposed use. All requests are subject to the availability of the facilities requested, and shall be granted on a first-come/first-serve basis, except that requests from feeder elementary school districts, park districts located within the boundaries of District 94 and school-affiliated organizations shall be given preference.

B. agree to indemnify, defend, and otherwise hold Community High School District 94 harmless for any violations of law by the organization, or any claims by any person, partnership, corporation, or association for injuries or damage to persons or property.

C. furnish a certificate of insurance (Public Liability, Property Damage, and any other insurance coverages required by applicable law) to guarantee payment of any claims for injuries or damage to persons or property that occur during, or arise from, use of the premises by the renting organization. Said coverage shall insure the renting organization in an amount not less than \$100,000 for injuries to one person and \$300,000 for injuries to more than one person and \$25,000 for property damage, including damage to school property, or any amount of coverage required by applicable law. The certificate of insurance shall name the school district as an additional insured without limitation and with full coverage under the policy, and shall be furnished before the renting organization enters upon school facilities under the terms of the rental agreement. The insurance shall be with a company and in form satisfactory to the designated school official.

D. agree to pay for any damage to school property.

E. not permit the selling, giving, or drinking of any alcoholic beverage, or unlicensed or illegal gambling of any form on District premises. Eligible organizations within classifications A, B or C may conduct raffles, bingo, or charitable games (as defined by State law), provided that they have obtained all required licenses and permits, and have met all other requirements of applicable law for conducting same. "Charitable games" is currently defined by State law to mean "the 14 games of chance involving cards, dice, wheels, random selection of numbers, and gambling tickets which may be conducted at charitable games events listed as follows: roulette, blackjack, poker, pull tabs, craps, bang, beat the dealer, big six, gin rummy, five card stud poker, chuck-a-luck, keno, hold-em poker, and merchandise wheel." (230 ILCS 30/2)

F. not permit smoking in the District's buildings or on District grounds.

G. vacate the property by 11:00 p.m. on weekdays and Saturdays, and 6:00 p.m. on Sundays.

H. seek and receive prior approval from the designated school official for the sale of concessions or any other commodity.

I. reach an agreement with school officials prior to the date of use regarding the distribution of literature.

J. confine the attending group to the area rented by the organization.

K. provide supervision and security as deemed necessary by school officials.

L. strictly observe the time limits in the contract.

M. deposit a sum equal to the total fee including rental, personnel services and equipment, at least five (5) days in advance of use, except in the case of agreements for regular weekly use over a period of four or more weeks or at the discretion of the designated school official.

N. designate an official of the organization to be responsible for contract administration and prior arrangements and to assume responsibility for all decisions when the facilities are being used; said official to be a resident of District 94 and at least 21 years of age.

3. Schedule of Fees

All fees listed below include basic custodial support only if a custodian would normally be present and the support would not prevent the employee from completing their assigned duties. These fees also do not include a/v services, specialized lighting other than typical overhead lighting, and specialized equipment such as scoreboards, timers, computers, or monitors.

A. Facility Costs

Facility	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
WEYRAUCH AUDITORIUM Capacity: 583 Seats							
1 st Hour	\$-	\$-	\$39.00	\$39.00	\$97.50	\$195.00	\$214.50
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
BISHOP GYM Capacity: 1,480 Seats (N)							
1st Hour	\$-	\$-	\$40.00	\$40.00	\$100.00	\$200.00	\$220.00
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
Additional Seating Capacity: 580 Seats (S)							
One time fee	\$-	\$-	\$17.00	\$17.00	\$42.50	\$85.00	\$93.50
Scoreboard & PA Per Hour	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
SMALL GYMNASIUM Capacity: 415 Seats							
1 st Hour	\$-	\$-	\$30.00	\$30.00	\$75.00	\$150.00	\$165.00
Each Additional Hour	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
FIELDHOUSE (All 3 Sections)							
1st Hour	\$-	\$-	\$30.00	\$30.00	\$75.00	\$150.00	\$165.00
Each Additional Hour	\$-	\$-	\$18.00	\$18.00	\$45.00	\$90.00	\$99.00
FIELDHOUSE (1 Section)							

Facility	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
1st Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Each Additional Hour	\$-	\$-	\$6.00	\$6.00	\$15.00	\$30.00	\$33.00
CAFETERIA (Dining Area Only) Capacity: 493							
1st Hour	\$-	\$-	\$20.00	\$20.00	\$50.00	\$100.00	\$110.00
Each Additional Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
STAFF DINING ROOM Capacity: 65							
1st Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Each Additional Hour	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
CLASSROOM Capacity: 25							
1st Hour	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
Each Additional Hour	\$-	\$-	\$7.00	\$7.00	\$17.50	\$35.00	\$38.50
DOUBLE CLASSROOM Capacity: 60							
1st Hour	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
Each Additional Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
MEMORIAL STADIUM (Bleachers, Field & Track) Capacity: 3,000							
1st Hour	\$-	\$-	\$40.00	\$40.00	\$100.00	\$200.00	\$220.00
Each Additional Hour	\$-	\$-	\$15.00	\$15.00	\$37.50	\$75.00	\$82.50
Lights Per Hour	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Scoreboard & PA Per Hour	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
ADDITIONAL AREAS (Per Hour)							
Wrestling Room Capacity: 75	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Dance Studio 40	\$-	\$-	\$10.00	\$10.00	\$25.00	\$50.00	\$55.00
Indoor Concession Stand	\$-	\$-	\$8.00	\$8.00	\$20.00	\$40.00	\$44.00
Outdoor Concession Stand	\$-	\$-	\$12.00	\$12.00	\$30.00	\$60.00	\$66.00
Locker Room (No Towels)	\$-	\$-	\$5.00	\$5.00	\$12.50	\$25.00	\$27.50
FITNESS AREAS* SWIMMING POOL *	* See Separate Schedule						

B. Equipment Costs

Equipment (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Portable PA System	\$-	\$-	\$-	\$50.00	\$50.00	\$50.00	\$50.00
Standard PA System	\$-	\$-	\$-	\$20.00	\$20.00	\$20.00	\$20.00
Scoreboard & PA System	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00

Equipment (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Portable Scoreboard	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Volleyball Standards (Each Set)	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Hitting Tunnel	\$-	\$-	\$-	\$30.00	\$30.00	\$30.00	\$30.00
Award Stand	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Choral Risers	\$-	\$-	\$-	\$75.00	\$75.00	\$75.00	\$75.00
Piano	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00
Band Shell	\$-	\$-	\$-	\$75.00	\$75.00	\$75.00	\$75.00
CD Player	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
VCR/DVD	\$-	\$-	\$-	\$15.00	\$15.00	\$15.00	\$15.00
Podium and Microphone	\$-	\$-	\$-	\$20.00	\$20.00	\$20.00	\$20.00
Movie Screen and LCD Projector	\$-	\$-	\$-	\$25.00	\$25.00	\$25.00	\$25.00
Overhead Projector	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
Slide Projector	\$-	\$-	\$-	\$10.00	\$10.00	\$10.00	\$10.00
Portable Technology Cart	\$-	\$-	\$-	\$50.00	\$50.00	\$50.00	\$50.00

C. Personnel Costs

Personnel (Per Hour)	Class A	Class B		Class C		Class D	
		w/o Fee	w/ Fee	w/o Fee	w/ Fee	w/o Fee	w/ Fee
Custodial Foreman	\$-	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00	\$46.00
Custodian	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Audiovisual Technician	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Lighting Technician	\$-	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00	\$40.00
Event Supervisor	\$-	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00	\$42.00
A.F. Security	\$-	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00	\$28.00
Uniformed Officer	\$-	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00	\$60.00
EMS	\$-	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00	\$120.00

Personnel Costs are for the actual duration of the event.

If extended set-up or clean-up is required the party renting the facilities will be billed accordingly.

4. Facilities Use Agreement – A written agreement between the user and Community High School District 94 shall be executed prior to the date of use of District 94 facilities by any non-school group. Said agreement shall be on forms provided by the school district with one copy to be retained by the school district and one copy forwarded to the user.

Any area in which there could be a conflict of interest with regard to the lease of any portion of the building related to the current responsibility of an employee, the facilities use agreement must also be approved and signed by the Assistant Principal in charge of facilities and the Director of Business Services unless the conflict occurs with one of them — in which case approval and a

signature must also be obtained from the Superintendent. When an actual conflict of interest exists, the responsibility for scheduling that facility should be assigned to another administrator.

Adopted: December 18, 2007

Revised: March 20, 2001, July 16, 2001, September 4, 2007, June 21, 2016

Replaces: 5013 Leasing – Rules and Regulations (Adopted-July 16, 2001)

Reference: *See Also* ¶5013 – Renting and Leasing; ¶9400 – Use of Facilities/Equipment

5014 Pesticide and Herbicide Use

Due to increasing environmental and health concerns, the General Assembly has required schools to have an “Integrated Pest Management Program” which attempts to prevent infestations and regulates usage of pesticides and herbicides.

1. The maintenance staff of the district shall make every effort to inspect, identify, monitor, evaluate, and control vermin, pests, as well as their method of entry within our buildings. The Head Custodial Foreman shall serve as the District’s “Integrated Pest Management Coordinator” or (IPMC).

2. The District’s IPMC shall solicit and keep a list of parents, students, and staff members who wish to receive written notification prior to any application of pesticides to any school property, or herbicides on any school grounds. Such notification will take place a minimum of two (2) business days prior to the application of the pesticide or herbicide, and must include the name of the chemical sprayed, the intended date of application, and the name and telephone number of the IPMC. Notification may take place via letters, newsletters, bulletins or calendars – whichever is most convenient for the school district.

3. All pesticides/herbicides shall be stored in locations designated by the district’s IPMC. Only chemicals registered within the Illinois Department of Agriculture, as well as the U.S. Environmental Protection Agency may be approved, by the IPMC, for use.

4. Staff may report vermin infestations using regular request for maintenance forms.

5. The IPMC, or his/her designee, shall maintain a list of inspection, application, and extermination data in a central file.

6. The law does not require notification for use of antibacterial or antimicrobial agents, disinfectants, or deodorizers; nor insecticides such as ant, spider or bee spray; nor rodent/roach traps or baits.

Adopted: February 20, 2001

Revised:

Replaces:

Reference: 2215 ILCS 235/1, et seq., and 415 ILCS 65/1, et seq.

5014P Pesticides and Herbicide Use

1. Definitions

A. Pests –

Pests are populations of living organisms (animals, plants, or microorganisms) that interfere with the human purpose for the school site. All pests do not pose a danger or problem to people or property. Strategies for managing pest populations will be influenced by the pest species and the threat they pose to people, property or the environment.

B. Pest Management –

Pests will be managed to:

- reduce any potential human health hazard or to protect against a significant threat to public safety.
- prevent loss or damage to the school site or structures located on the school site.
- prevent pests from spreading in the community or to plant and animal populations beyond the school site.
- enhance the quality of life for students, staff, and others.
- Integrated Pest Management Procedures.

An Integrated Pest Management Program (“IPMP”) consists of a cycle of inspecting, identifying, monitoring, evaluating, and choosing the appropriate method of control. Routine inspection and accurate identification of pests are vital steps to ensure that control methods are effective. Once the pest has been identified and the source of its activity pinpointed, habitat modifications – primarily exclusion, repair and sanitation efforts – may greatly reduce the prevalence of the pest. Monitoring includes inspecting areas for pest evidence, entry points, food, water and harborage sites, and estimating pest population levels. The information gained through monitoring is evaluated to determine

whether the action threshold has been exceeded and what needs to be done in the way of prevention.

Integrated Pest Management (“IPM”) procedures will determine when to control pests and whether to use mechanical, physical, chemical, cultural or biological means. Applying IPM principles prevents unacceptable levels of pest activity and damage through the most economical means and with the least possible hazard to people, property and the environment.

It is the policy of Community High School District 94 to utilize IPM principles to adequately manage pest populations. Selected non-chemical pest management methods will be implemented whenever possible. The full range of alternatives, including no action, will be considered.

The choice of using a pesticide will be based on a review of all other available options and a determination that those options alone are not acceptable or not feasible. The least hazardous material will be chosen when it is determined that a pesticide must be used to meet important management goals. The application of such pesticides is subject to the *Federal Insecticide, Fungicide and Rodenticide Act* (7 USC 136 et seq.), district policies and procedures, U. S. Environmental Protection Agency (USEPA) regulations in 40 CFR, Occupational Safety and Health Administration regulations, and state and local regulators.

2. Integrated Pest Management Coordinator –

The district’s Head Custodial Foreman shall be the Integrated Pest Management Coordinator (“IPMC”). The IPMC’s duties include:

- ensuring periodic inspections are conducted.
- receiving and evaluating written reports of pests from staff members.
- formulating plans to eliminate pests that pose a danger to the health and safety of students and staff or may damage district buildings or grounds.
- considering applicator, student and staff safety, effectiveness, costs, potential liability and time commitment when determining actions to be taken.
- coordinating pesticide applications with activities conducted in district buildings so as to minimize exposure to students and staff.
- maintaining written records of inspections, reports of pests, actions taken to eliminate pests, and pesticide applications.

3. Inspections –

The most important component of the district's IPMP is the periodic comprehensive inspection of key areas. The inspection must be done at least monthly and shall be done more often if needed.

A. Inspections by Trained Staff –

Inspections must be conducted by trained staff members who:

- 1) know the life cycle and habits of the pests commonly found in district buildings or on district grounds.
- 2) know the signs of the pests that are most likely to be found in district buildings or on district grounds;
- 3) are familiar with how pests can enter district buildings; and
- 4) can identify or obtain an accurate identification of any specimen.

B. Inspections When No Trained Staff –

Inspections may also be conducted by a commercial pest control professional or a member of a local Board of Health.

C. Areas to be Inspected –

- kitchens and food storage areas
- cafeterias
- dumpsters and areas where refuse is stored
- rest rooms
- locker rooms, including lockers
- entrances and hallways
- student lockers
- rooms or areas located above and below infested areas
- boiler rooms
- large machinery
- employee lounges
- janitorial closets

4. Monitoring of Areas Susceptible to Pests –

A. Required Monitoring

Areas that are susceptible to pests, or where pests have been found in the past, shall be monitored. The IPMC shall assign staff to assist by monitoring

specific areas at specific intervals (See Appendix 1). The length of the intervals shall depend on whether the area is one that is highly susceptible to pests or whether there has been evidence of pests in the past. Monitoring can be done through visual inspections, spring traps, glue traps or other methods that trap pests.

B. Results of Monitoring Reported to IPMC

Each time a pest monitoring is conducted, the results shall be reported to the IPMC. The results of monitoring which is done on a frequent schedule, such as daily, may be reported on some specific schedule; i.e., weekly, every tenth inspection. All sightings of pests shall be reported on a Pest Sightings Report. The Report used by the district's exterminator can be used by district employees. All other sightings of any kind shall be reported in writing and shall identify the area inspected, and whether evidence of pests were sighted even if no pests were sighted or other relevant information discovered. The IPMC shall review monitoring reports and determine if further action is required.

5. Prevention of Pest Problems

Successful use of pest prevention measures will decrease the need to use pesticides. There are various ways that pest problems can be prevented, including improved sanitation, management of waste, addition of physical barriers and modification of habitats that attract or harbor pests. Any prevention methods that are used shall be documented on a Record of Pest Control Procedures sheet (see Appendix 2) so the methods can be evaluated. Pest prevention methods will include:

A. Entryways (doorways, overhead doors, windows, holes in exterior walls, openings around pipes, electrical fixtures or ducts).

- Keep doors shut when not in use.
- Place weather stripping on doors and maintain tight door thresholds.
- Caulk and seal openings in walls and seal utility cases.
- Install or repair screens.
- Install air curtains, when applicable.
- Keep vegetation, shrubs and wood mulch at least eighteen (18) inches away from structures.

B. Classrooms and Offices (classrooms, laboratories, administrative offices, auditoriums, gymnasiums and hallways).

- Allow food and beverages only in designated areas. If students are allowed to keep lunches in lockers, food shall never be left in lockers overnight.

- If indoor plants are present, keep them healthy. Occasionally, indoor plants may be a source of pests. When small insect infestations appear, remove them manually. If manual removal is not possible, use insecticidal soaps or insecticides that are not volatile. It may be necessary to move the plant to an unoccupied room for treatment.
- Keep areas as dry as possible by removing standing water, and water damaged or wet materials.
- In the science lab, store animal foods in tightly sealed containers and clean cages regularly. Remove dust and debris in all areas.
- Clean lockers and desks routinely. Check under desks for gum.
- Vacuum carpeted areas frequently.
- If students get head lice, consult your local health department and have their parents contact a physician. Discourage students from exchanging hats or caps at school.

C. Food Preparation and Serving Areas (dining rooms, main kitchen, teachers' lounge, home economics kitchen, snack area, vending machines and food storage rooms).

- Store food and waste in containers that are inaccessible to pests. Food shall be stored on non-wood racks and shall not be stored on the floor. Containers must have tight lids and be made of plastic, glass or metal. Waste should be removed at the end of each day.
- Place screens on vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways.
- Create inhospitable living conditions for pests by reducing availability of food and water; remove food debris, sweep up all crumbs, fix dripping faucets and leaks and dry out wet areas.
- Improve cleaning practices, including promptly cleaning food preparation equipment after use and removing grease accumulation from vents, ovens and stoves. Use caulk or paint to seal cracks and crevices.
- Capture rodents by using mechanical or glue traps. Place traps in areas inaccessible to children. Mechanical traps, including glue boards, used in rodent control must be checked daily if there is existing infestation. Dispose of killed or trapped rodents within 24 hours.
- Raccoons, squirrels and bats are protected animals. The only people who can remove them from a district building or district grounds is a specialist licensed by the Illinois Department of Natural Resources.

D. Rooms and Areas with Extensive Plumbing (bathrooms, rooms with sinks, locker rooms, dishwasher rooms, swimming pools and greenhouses).

- Promptly repair leaks and correct other plumbing problems to deny pests access to water.
- Routinely clean floor drains, strainers and grates. Seal pipe chases.
- Keep areas dry. Avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.
- Do not store paper products or cardboard boxes near moist areas, directly on the floor, or against the wall.

E. Maintenance Areas (boiler room, mechanical room, janitorial housekeeping areas and pipe chases).

- Promptly clean mops and mop buckets after use; dry mop buckets and hang mops vertically on a rack above a floor drain.
- Allow eating in designated areas only.
- Clean trash cans regularly, use plastic liners and secure lids.
- Keep areas as clean and dry as possible and remove debris.

F. Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters

- Regularly clean trash containers and gutters and remove all waste.
- Secure lids on trash containers.
- Repair cracks in pavement and sidewalks.
- Provide for adequate drainage away from the structure and on the grounds.

6. Use of Pesticides –

A. Applying Pesticides Judiciously

Pest management shall be achieved through nontoxic, biological, cultural, mechanical or natural control methods to the greatest extent possible. Pesticides may be used when other methods are not successful or practical. All pesticide use must be approved by the IPMC. The IPMC must consider the toxicity of the product and application techniques before approving any pesticide use. Because excessive or improper application of pesticides can cause injury, these materials should be applied by qualified applicators in a manner to ensure maximum efficiency with minimal hazard. Pesticides should be applied only when occupants are not present in areas where they are applied.

Although the USEPA registers pesticides for use within the United States, registration should not be taken to mean that a particular pesticide is “safe” under all conditions of use. Pesticide label directions must be read and followed and exposure to people and non-target species of animals and plants must be minimized.

B. Procedures for Applying Pesticides

The following general recommendations must be followed to minimize exposure to people and other non-target species when the application of pesticides is considered:

- All pesticides used in Illinois must be registered by the USEPA and the Illinois Department of Agriculture.
- Read and follow all label directions.
- If possible, choose a pesticide that is as target-pest specific as possible; i.e., intended for the pest you are trying to control, rather than a broad spectrum pesticide.
- Do not use sprays, foggers or volatile formulations. Instead, use baits and crack and crevice applications. Look for crack and crevice label instructions and how to apply the pesticide. These treatments maximize the exposure of the pest to the pesticide while minimizing the pesticide exposure for the occupants.
- Place all rodenticides regardless of packaging in locations not accessible to children and non-target species or in tamper-resistant bait boxes. Outdoors, bait may be placed inside the entrance of an active rodent burrow and the burrow entrances should then be caved-in or buried over the bait to prevent non-target access to the bait. Securely lock or fasten shut the lids of all bait boxes. Place bait in the baffle-protected feeding chamber of the box and never in the runway of the box.
- Apply only when students and staff are not in the areas where the pesticide will be applied. Note any re-entry time limits listed on the label and be aware that some residues can remain long after application.
- Properly ventilate areas after pesticide application. Ensure that the ventilation system will not spread pesticide or its fumes to other parts of the building.
- Use proper protective clothing or equipment when applying pesticides.
- Keep copies of current pesticide labels, consumer information sheets and Material Safety Data Sheets (MSDS) accessible.

C. Notification of Pesticide Application to Students and Parents

The IPMC shall keep a registry of parents, guardians of students and staff members who have registered to receive written notification prior to any application of pesticides to any school structure or on any school grounds. Written notification can be given to each specific person who requested written notice or to all parents, guardians and staff in newsletters, bulletins, calendars or other general correspondence. Notification is not required for antimicrobial agents such as disinfectants, sanitizers or deodorizers, or for insecticides or rodenticide baits. Written notice must be given at least two business days before the pesticide application. It must identify the date of the pesticide application and the phone number for the IPMC.

Prior written notice is not required if the pesticide application is in response to an imminent threat to health or property provided the IPMC signs a statement describing the health threat or notice is given as soon as practicable.

D. Storing Pesticides

Pesticides shall not be stored in school buildings unless they are stored in places that are locked and inaccessible to all unauthorized personnel. Pesticides must be stored in spaces that are physically separated and closed off from occupied spaces and which have adequate ventilation. Notice of the presence of pesticides shall be posted outside of the storage area. Storage spaces must be ventilated directly to the outside. Precautions must be taken to ensure that air in the storage space is not mixed with the air of the central ventilation system.

All pesticides must be stored in their original containers and lids shall be tightly secured. All childproof caps shall be properly fastened. Pesticides shall not be stored in places where flooding is possible or which may be reached by leaking water. Pesticides shall not be stored near any ignition source.

6. Recordkeeping

Accurate records on inspections, identification of pests and monitoring will show improvements in contaminated environments such as less food, water or shelter, physical changes to infested parts of buildings and changes in pest populations. Such information will enable the IPMC to make good pest management decisions. The IPMC shall keep the following records:

- A copy of the IPMP.
- A copy of the current EPS-registered label and the current MSDS for each pesticide product used on school property.

- Pest surveillance data sheets that record in a systematic fashion the type and number of pests or other indicators of pest population levels revealed by the monitoring program for the site.
- Some record, such as a diagram, noting the location of pest activity including the location of all traps, trapping devices, and bait stations in or around school buildings.

Adopted: February 20, 2001
 Revised:
 Replaces:
 Reference:

MONITORING ASSIGNMENTS
 (Appendix 1)

Area	Custodians and Maintenance	Teachers and Aides	Kitchen Staff	Lunchroom Staff	Exterminator (If Used)
Kitchen	X		X		X
Food Storage Areas	X		X		X
Lunchroom/ Dining Areas	X	X		X	X
Restrooms	X	X			
Classrooms	X	X			
Locker Rooms/ Showers	X	X			X
Gym	X	X			
Swimming Pool	X	X			
Student Lockers	X				
Delivery Areas	X		X		X
Refuse Storage Areas	X				X
Entrances/ Hallways	X	X			
Utility Rooms/ Janitor Closets	X				X
Staff Lounges	X	X			
Outdoors	X	X			
Other	X				

Adopted: February 20, 2001

RECORD OF PEST CONTROL PROCEDURES
(Appendix 2)

Method of Control	Comments	
Pesticide <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, time and date of application:	Site of Application: Pesticide Used: Target Pest(s):	Application Method: Common Name & EPA Registration # Amount Used: Expected Results:
Non-chemical Control <input type="checkbox"/> Yes <input type="checkbox"/> No	Time and Date: Target Pest(s):	Site: Method of Control:
Traps <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, method:	Location of traps: Expected results:	
Mechanical Exclusion <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, method:	Building/equipment repairs: Harborage reduction:	Screening: Other:
Procedural Changes <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, method:	Merchandise storage: Food handling: Housekeeping: Expected results:	Waste disposal: Equipment Cleaning: Recycling Programs:

Adopted: February 20, 2001

5015 Energy and Resource Management Conservation Policy

The Board of Education embraces energy and resource conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Board recognizes the importance of adopting an energy management and conservation policy in order to govern this program. We also affirm the implementation of this policy will be the joint responsibility of the Board, administration, faculty, staff, students, support personnel, and outside consultants. Success is based on cooperation at all levels.

Accurate records of energy consumption and cost will be maintained by the District's Business Office in order to provide verifiable performance information to the Board and Administration on the goals and progress of the energy and resource conservation program.

The Superintendent, or his/her designee, will be accountable for energy and resource management with audits being conducted and feedback provided by the consulting team.

To ensure the overall success of the energy and resource management program, the following specific areas of emphasis will be adopted:

1. Energy Education will administer its energy conservation and management program primarily through the Energy Education Specialist team and Administrators.
2. The Board of Education expects all personnel to make a positive contribution to maximize energy and resource conservation and reduce energy and resource costs.
3. Administrative "Energy and Resource Guidelines" will be posted that define the "rules of engagement" in implementing our energy program.

Further, to promote a safe, healthy learning environment and to complement the energy and resource management program, the District's Business Office shall review and adhere to the preventive maintenance and monitoring plan administered by the physical plant for its facilities and systems, including HVAC, building envelope, and moisture management.

The Board of Education is responsible for providing resources for the operations and fiscal accountability of the District.

The Board has engaged Energy Education, Inc. to use its expertise to develop and implement a comprehensive, people-based conservation program at District 94.

The Superintendent, or his/her designee, will develop and implement short- and long-range strategies to maximize energy and resource conservation.

Adopted: August 17, 2010
Revised:
Replaces:
Reference: