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MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FOOD SERVICES PROGRAM

7000

7000 Good nutrition shall be promoted in the District's meal programs and in other food and beverages that are sold to students during the school day. The Superintendent or Superintendent's designee shall manage a food service program that complies with this policy and is in alignment with School Board policy 6821, Student Wellness. The type and amounts of food and beverages sold to students before school and during the regular school day in any school that participates in the School Breakfast Program or the National School Lunch Program shall comply with any applicable mandates in the Illinois State Board of Education's School food Service rule and the federal rules implementing the National School Lunch Act and Child Nutrition Act.

7000.1 Sale of Food

The food service program shall restrict the sale of foods of minimal nutritional value as defined by the U. S. Department of Agriculture in the food service areas during meal periods. All revenue from the sale of any food or beverage sold in competition with the School Breakfast Program or National School Lunch Program to students in the food service areas during the meal period shall accrue to the school lunch program account.

7000.2 Free or Reduced-Cost Lunches

The District shall provide free lunches or lunches at reduced prices under the Federal School Lunch Program to eligible students who are in attendance in the District, in accordance with the procedures established and approved by the Board and the Illinois State Board of Education (also see Policy 7001).

7000.3 Prices

Food shall be sold to students, teachers, and other school employees at prices determined annually by the Assistant Superintendent-Business. The food service program will operate on a break-even basis. All prices in the Food Service Program will be uniform for each school in the District.

7000.4 Official School Lunch Sponsor

The Assistant Superintendent-Business will act as the official school lunch sponsor as required by the United States Department of Agriculture.

Legal Reference: 10-22.26

Adopted: 5/7/84
Revised: 7/11/88
Revised: 11/2/92
Revised: 7/11/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FREE OR REDUCED-COST MEALS

7001

7001 The District shall participate in a program for free or reduced-cost lunches for those students eligible under the federal guidelines.

7001.1 Procedure

Before the beginning of each school year, by letter, the District shall notify students and their parents/guardians of:

1. eligibility requirements for free and reduced-price food service;
2. the application process;
3. the name and telephone number of a contact person for the program; and
4. other information required by federal law.

The Superintendent shall provide the same information to:

1. informational media, the local unemployment office, and any major area employers contemplating layoffs; and
2. the District's website (if applicable), all school newsletters, or students' registration materials.

Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

7001.2 Criteria

1. School lunches shall be offered without discrimination to children attending the public schools of the District and shall be served without cost or at a reduced charge to such children who are unable to pay the full cost of the school lunch.
2. The District shall avoid publicly identifying students receiving free or reduced-priced meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance. Participating students shall not be required to work for meals.
3. The household income used to determine student eligibility shall be set forth annually by the United States Department of Agriculture and the Illinois State Board of Education.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FREE OR REDUCED-COST MEALS

7001

7001.3 Appeals

1. If a family wishes to appeal a decision denying a free or reduced-cost lunch, the parent(s) must submit the appeal to the Superintendent or Superintendent's designee. The appeal must be in writing, stating the reasons why the student(s) meet the required standards for eligibility. A decision will be made, and the person filing the application will be notified of the decision made on the appeal. The District may use these procedures to challenge a child's continued eligibility for free or reduced-priced meals or milk.
2. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal.
3. The Superintendent or Superintendent's designee shall keep on file for a period of 3 years a record of any appeals made and the hearing record. The District shall maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for 3 years.

Legal References: U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk In Schools, 7 C.F.R. Part 245

105 ILCS 125/et seq. and 126

23 Ill. Admin Code 305.10 et seq.

Adopted: 5/7/84

Revised: 7/11/88

Revised: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FOOD SERVICE DIRECTOR

7010

7010 The Food Service Director shall be appointed by the Board upon the recommendation of the Superintendent. If a private contractor is hired by the Board to manage the District food service operation, the manager assigned by the contractor must be approved by the Board.

7010.1 Qualifications

The person employed should have a broad background in food service management and have a thorough understanding of the purpose of the school lunch program. In addition, the Food Service Director should have demonstrated the ability to administer the food service program and supervise the work of all cafeteria employees.

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES OF PRINCIPALS--SCHOOL CAFETERIA PROGRAM

7020

- 7020 The building Principal shall be responsible for maintaining normal student conduct during the time the students are in the cafeteria, and the building Principal or the Principal's designee shall be responsible for the general operation of the cafeteria and the care of equipment and supplies.

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE OF CAFETERIA AND EQUIPMENT

7021

7021 Cafeteria personnel and facilities may be available at cost for special school or community events when the events will not disrupt normal daytime operations and when they are within the capacity of cafeteria personnel and facilities.

7021.1 Public Availability

School cafeterias are established for the benefit of the students and shall not be deemed available to the public except under the conditions that follow:

1. Banquets or special meals may be served to professional education groups or to school-related organizations.
2. Food service equipment shall not be loaned to outside groups or individuals, without the specific approval of the building Principal and Superintendent.
3. Kitchens shall not be opened or used during the summer, except as a part of the regular school program.

7021.2 Authorized Cafeteria Personnel

Only authorized cafeteria personnel shall be permitted to be in the kitchen during the regular hours from 7:00 a.m. to 2:30 p.m., except when it is necessary for workmen to enter the cafeteria to make emergency repairs.

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SCHOOL LUNCH PROGRAM FUNDS

7030

7030 All cafeteria receipts and expenditures shall be deposited and expended through the internal account structure of the District indicated in the 8000 series of these policies.

7030.1 Payment of Bills

Bills for the cafeteria shall be submitted to the Board with the regular monthly bill list and approved by the Board for payment.

7030.2 Accounts

The accounts of the cafeteria shall be subject to examination by the auditors of the District in a like manner as other accounts of the District.

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

TRANSPORTATION

7100

7100 The District provides no transportation services, except for the special education program and the transportation of students participating in authorized student/school activities. 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. Homeless students shall be transported in accordance with the McKinney Homeless Assistance Act.

7100.1 Field Trips/School Sponsored Activities

No school employee may transport students in school or private vehicles unless authorized by the administration. School-sponsored field trips should be made by bonded carriers or school-owned vehicles. (See also Policy 5330.)

7100.2 School Vans/Multifunction School Activity Bus (Mini Bus)

Vans/ Mini Buses owned by the Board are for the use of school-sponsored activities, field trips for Mini Buses manufactured to transport 11 or more persons including the driver and eight (8) students or less for vans. All drivers shall be familiar with the operations of the vehicles before transporting students.

7100.3 Insurance

The Assistant Superintendent--Business will protect the vehicles owned by the District with insurance covering property damage and liability.

7100.4 Motorized Vehicle Review

Motorized Vehicle Records (MVR's) are reviewed annually for all drivers through the Secretary of State who drive on school business whether they drive a school owned or rented vehicle.

7100.5 Use And Maintenance Of Driver Education Cars

Driver education cars are for instructional purposes only and are not to be used for the private transportation of any employee of the District. Driver education cars are to be garaged each night at the school to which they are assigned.

Driver education instructors and the Director of Buildings and Grounds are responsible for insuring the necessary servicing and mechanical maintenance of each vehicle in accordance with recommendations made by the manufacturer and the dealer.

Permission to use the driver education cars for other than instructional purposes can only be authorized by the Superintendent. Special requests should be processed through the building Principal.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 6/5/12

Date:

To:

From:

Re: MVR (motorized vehicle review)

A motorized vehicle review (MVR) is required for any staff member who:

1. Rents, leases or drives any district vehicle.
2. Rents, leases or drives any vehicle for the purpose of transporting students or work related business.
3. Rents, leases or drives any vehicle and expects to be covered under district insurance.
 - If you wish to be removed from the established list, please email me with that instruction.
 - For those staff members who wish to be added to the established list, the district will conduct an MVR through the State of Illinois. Please authorize the MVR by completing the attached form by _____ .
 - Any staff member whose driving record is found to be unfavorable will be denied approval to rent, lease or drive any district vehicles, to transport student, work related business and/or be covered under district insurance.
 - Any staff member who does not submit the required information would be denied approval to rent, lease or drive district vehicles, to transport students, work related business and/or be covered under district insurance.
 - Any staff member who has been approved to operate of the district's passenger student activity buses must complete a brief orientation and training session before consent is given to drive a district vehicle.
 - There will be no exception to the above approval process.

Please return any forms to me. Please review the attached question and answer document and if you have further questions, please email or call me at ext ____.

Thank you for your attention on this matter.
Att.

Questions and Answers:

Employees Driving Rented/Leased Vehicles or School Owned Vehicles for School Related Business.

Rental Vehicles:

Q: I rent vehicles for school related business. What insurance coverage do I need?

A: You may only rent vehicles for school related business if you are an authorized driver.

- Reserve the vehicle in both your name and the school's name.
- You must take the applicable comprehensive/collision insurance provided by the rental company which includes liability coverage (usually listed at 1 million dollars).
- Always inspect the rented vehicle before driving it and ensure any previous damage is noted on the rental form. Also, ensure lights, turn signals, flashers and wipers are in working condition.

Authorized Drivers:

Q: Why are my personal driving records being reviewed and what are you looking for?

A: Motorized Vehicle Records (MVR's) are reviewed annually for all drivers who drive on school business, whether they drive a school-owned or rented vehicle.

As a guideline, violations remain listed on a MVR for five years in the state of IL. The school reviews your violations in order to determine whether or not you are a safe driver. In addition to being an insurance requirement, the school has a right to ensure that only safe drivers drive on behalf of the District.

District Vehicle Driver Authorization Form

Employee Name: _____

Employee Location:_____

Employee Date of Birth:_____

Employee Driver License Number:_____

Driver License State:_____ Driver License Exp. Date:_____

A motorized vehicle review is required for any staff member who:

1. Rents, leases or drives any district vehicle.
2. Rents, leases or drives any vehicle for the purpose of transporting students or work related business.
3. Rents, leases or drives any vehicle and expects to be covered under district insurance.

A staff member whose driving history is deemed unfavorable (i.e., more than 3 speeding tickets, more than 2 chargeable accidents, and/or a DUI, etc.) will be denied approval to rent, lease or drive vehicles to transport students or work related business on behalf of the district and/or receive district insurance coverage.

Please sign to acknowledge that you:

1. Authorize the district to perform a motorized vehicle review.
2. If during the course of the school year your driving record becomes unfavorable, (i.e., more than 3 speeding tickets, more than 2 chargeable accidents, and/or a DUI, etc) you will inform the schools main office.

Employee signature

Date:

***Please note if there is an impending date on which you will need to be approved by:**

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS

7110

7110 The Charter Bus Services or designee shall develop and implement a pre-trip and post-trip

inspection procedure to ensure that the school bus driver: (1) tests the two-way radio and ensures that it is functioning properly before the bus is operated, and (2) walks to the rear of the bus before leaving the bus at the end of each route, work shift, or work day, to check the bus for children or other passengers in the bus. All drivers of buses transporting school students shall be responsible for keeping informed of all laws, rules and regulations pertaining to the operation of school buses and shall cooperate with the administration to maintain compliance. Every vehicle regularly used for the transportation of students must pass safety inspections in accordance with State Law and Illinois Department of Transportation regulations. The strobe light on a school bus may be illuminated any time a bus is bearing one or more students. The Superintendent shall implement procedures in accordance with State law for accepting comment calls about school bus driving.

7110.1 Qualifications

A bus driver shall possess proper certification and training to operate a school bus or other assigned vehicle. All contracts for charter bus services must contain the clause prescribed by State law regarding criminal background checks for bus drivers. All of the Charter Bus Drivers who will be providing services under this contract have, or will have before any services are provided:

1. Submitted their fingerprints to the Department of State Police in the form and manner prescribed by the Department of State Police. These fingerprints shall be checked against the fingerprint records now and hereafter filed in the Department of State Police and Federal Bureau of Investigation Criminal History Records databases. The fingerprint check has resulted in a determination that they have not been convicted of committing any of the offenses set forth in subdivision (C-1)(4) of Section 6-508 of the Illinois Vehicle Code; and
2. Demonstrated physical fitness to operate school buses by submitting the results of a medical examination, including tests for drug use, to a state regulatory agency.

7110.2 Student Guidelines

The school bus driver shall adhere to the following guidelines involving students:

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS

7110

7110.2 Student Guidelines (continued)

The driver shall wait until all students have been seated before the bus starts.

The driver shall refrain from smoking while students are on the bus.

The driver shall not permit the students to move from seat to seat while the bus is

in motion.

The driver shall refrain from using obscene and vulgar language in the presence of students.

Exit of students shall be through the approved front door, except in emergencies.

The emergency door shall not be used except in emergencies or during emergency drills.

The driver is responsible for determining the acceptable noise level on the bus.

The driver is responsible for enforcing the rules of conduct for students.

The bus driver shall report students who do not abide by the prescribed rules of conduct to the proper District administrator for disciplinary action. It is the responsibility of the driver to enforce the regulations.

7110.3 Bus Driver Communication Devices

State Law prohibits a school bus driver from operating a school bus while using a cellular radio telecommunication device. It requires each school bus to contain either an operating cellular radio telecommunication device or two-way radio while the school bus driver is in possession of the school bus. The cellular radio telecommunication device or two-way radio must be turned on and adjusted in a manner that would alert the driver of an incoming communication request. See 625ILCS 5/12-813, amended by P.A. 96-818 and P.A. 96-1066.

Bus drivers may still have cell phones although they are prohibited from using cell phones for anything, including personal use, while operating a bus except: (1) in an emergency situation to communicate with an emergency response operator; a hospital/ a physician's office or health clinic/ an ambulance service/ a fire department, fire district, or fire company; a police department; (2) in the event of a "mechanical breakdown or other mechanical problem;" (3) to communicate with school authorities or their designees about bus operation or the welfare and safety of any passengers on the bus; or (4) when the bus is parked (625 ILCS 5/12-813.1(c), amended by P.A. 96-1066).

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS

7110

7110.3 Bus Driver Communication Devices (continued)

Bus/Vehicle Pre-Trip and Post-Trip Inspection

All school bus drivers, from charter school bus company shall:

1. Test the cellular radio communication device or two-way radio and ensure that it is functioning properly before the bus is operated (625 ILCS 5/12-816, amended by P.A. 96-818 and P.A. 96-1066); and

2. Perform a visual sweep for children or other passengers at the end of a route, work shift or workday by:
 - a. Activating interior lights of the school bus to assist the driver in searching in and under each seat (625 ILCS 5/12-816(c). and
 - b. Walking to the rear of the school bus/vehicle checking in and under each seat. 625 ILCS 5/12-816(b).

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

7110.4 Bus Driving Comments

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

TO COMMENT ON MY DRIVING CALL: 847-696-3600

Driving comments shall be accepted in the following manner:

1. Calls to comment on school vehicles driving shall be directed to the Superintendent or designee.
2. The Superintendent or designee shall conduct an internal investigation of the events that led to each complaint.

7110.5 Driver Post-Accident Procedures

1. The first consideration is whether it is safer to evacuate the students or to have them remain on the bus. 23 Ill.Admin.Code § 1.510(1)

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS

7110

7110.5 Driver Post-Accident Procedures (continued)

2. Immediately notify the pre-designated emergency and police services, and administer first aid. As soon as possible, notify the District or Charter Bus Service.
3. When notifying the District or Charter Bus Service office, give the following information:

Seriousness of the accident
Location and time of incident
Bus number and route number
School
Number of students on board
Extent of any injuries
Weather/road conditions
Any other pertinent information

4. Never leave your vehicle, either to check traffic or set out reflectors, when children are on board. Stay with the children until help arrives. Do not release any student, even to parents, unless instructed to do so by the District or transportation office.
5. Set out reflectors, flares, flags, etc. only when the safety of all children is secure.
6. Stay vigilant for the continued safety of everyone at the scene and:
Never attempt to direct traffic.
Never move the vehicle before the police arrive, unless absolutely necessary to avoid a traffic hazard.
Never discuss liability or fault, or sign anything until someone from the District or transportation office arrives.
Never move an injured person unless the person's life is in jeopardy.
7. If your vehicle strikes an animal (pet), continue until it is safe to stop, keeping in mind that the sight of an injured pet could upset the children on the bus. Park the vehicle and radio or call the District or Charter Bus Service office with the information. The office will notify the proper authorities.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS 7110

7110.5 Driver Post-Accident Procedures (continued)

8. The District or Charter Bus Service office, when notifying the school, may suggest that personnel follow-up with students to minimize trauma or emotional after-effects.

7110.6 Information Gathering

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

1. Obtain the name and age of every passenger on the bus.
2. Obtain the name and address of all witnesses.
3. Regarding other vehicles involved in the accident, obtain the:

Other drivers' names
 Other drivers' license numbers
 Make, model, year, and license plate numbers of other involved vehicles
 Other drivers' insurance carrier information
 Name, address, and phone numbers of passengers in other involved vehicles

7110.7

District or Transportation Office Responsibilities

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

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS 7110

7110.7 District or Transportation Office Responsibilities (continued)

7. Obtain any accident reports completed by third parties, including police reports.

7110.8 Post –Accident Alcohol and Drug Testing

1. This section's provisions are required by 49 C.F.R. §382.303. For drug and alcohol testing requirements, see policy 5:285, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*/ and administrative procedure 5:285-AP, *Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers*.
2. School bus drivers shall be provided the necessary post-accident alcohol and drug testing information, procedures, and instructions before operating a bus.
3. As soon as practicable after an accident involving a school bus, the driver shall be tested for alcohol and controlled substances if:

- a. The accident involved the loss of human life;
 - b. The driver receives a citation for a moving traffic violation arising from the accident; or
 - c. A law enforcement officer directs that such a test be given. 625 ILCS 5/6-516.
4. If a required alcohol test is not administered:
- a. Within 2 hours, the District must prepare and maintain a file or record stating why the test was not properly administered.
 - b. Within 8 hours, the District shall cease attempts to administer an alcohol test and shall prepare the same record.
5. If a required controlled substance test is not administered within 32 hours, the District shall cease attempts to administer the test, and shall prepare and maintain a file or record stating why the test was not properly administered.
6. No driver required to take a post-incident alcohol test shall use alcohol for 8 hours following the accident, or until undergoing a post-incident alcohol test.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF CHARTERED SCHOOL BUS DRIVERS

7110

7110.9 Vehicle Inspection

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

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES AND RESPONSIBILITIES OF SCHOOL BUS PASSENGERS

7120

7120 All students or passengers on authorized school buses shall observe the District Discipline Procedures.

7120.1 Public Transportation

The policy shall also pertain to students who ride public transportation to and from school at special student rates.

7120.2 Special Education Students

Special Education students who are passengers in authorized school buses are also subject to the rules and regulations provided under the operation of the Special Education program.

7120.3 Evacuation Procedures

Evacuation procedures will be practiced in accordance with the rules and regulations of the Illinois State Board of Education and the Illinois Department of Transportation. All students shall participate in the bus evacuation procedures twice each year. These drills will occur in the fall and spring of each school year.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 8/7/89
Revised: 11/2/92

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

USE AND MAINTENANCE OF DRIVER EDUCATION CARS

7130

7130 Driver education cars are for instructional purposes only and are not to be used for the private transportation of any employee of the District. Driver education cars are to be garaged each night at the school to which they are assigned.

Driver education instructors and the Directors of Buildings and Grounds are responsible for insuring the necessary servicing and mechanical maintenance of each vehicle in accordance with recommendations made by the manufacturer and the dealer.

Permission to use the driver education cars for other than instructional purposes can only be authorized by the Superintendent. Special requests should be processed through the building Principal.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT

7200

7200 The Superintendent or designee will endeavor to provide schools that are sanitary, properly equipped, lighted, ventilated, safe from hazards, and aesthetically suited to promoting the goals of the schools.

The Superintendent or designee expects that the operation and maintenance of school plant and equipment will ensure high standards of safety, promote the health of students and staff, reflect the moral and cultural aspirations of the community at its best, and support environmentally the efforts of the staff to provide a good education.

All maintenance and repair of buildings and equipment shall be done through the regular channels of the school system according to the procedure outlined by the Director of Facilities and Purchasing and approved by the Board and Superintendent.

In case of an 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 the action to the Superintendent.

7200.1 Duties of Principals in Maintenance Program

An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities.

The building Principal is responsible for the maintenance of the building and equipment. The maintenance and custodial staff is charged with caring for and protecting these facilities. In order to carry out an efficient maintenance program, the Director of Building and Grounds and his staff must receive the cooperation of the students, the teachers and the Principal.

Building Principals must immediately report any unsanitary conditions, unsafe conditions, damage to school property, needed repair, or other threats to health and safety to the Director of Facilities and Purchasing and shall cause the problem to be corrected as soon as possible.

7200.1 Duties of Principals in Maintenance Program (continued)

All existing school facilities will be evaluated periodically for their educational and functional efficiency. The evaluation shall include legal and safety requirements as well as spatial, thermal, visual, acoustic and aesthetic needs for achieving the desired educational program.

In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be handled through the Director of Facilities and Purchasing.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT

7200

Adopted: 5/7/84
Revised: 7/11/88
Proposed: 12/8/08
Revised: 8/3/09
Revised: 7 /1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT

7200

7200.2 “Green” Cleaning Policy

Goals and Strategies

“Green” Cleaning goals are to minimize the exterior’s impact on the local environment and to emphasize and practice environmentally safe, low-impact cleaning chemicals and practices. The Custodial Division continually aims to improve its environmental performance by:

- Educating, training and motivating custodial staff to work in an environmentally responsible manner.
- Ensuring that all custodial staff is aware of their responsibilities in implementing this environmental policy.
- Conserving energy, water and other resources while still providing a clean and sanitary environment.
- Complying with all relevant current legislation and industry standards.
- Using cleaning products that meet Green Seal standard GS-37 or products with low-volatile organic compounds (VOC) whenever applicable.
- Using products that meet EPA standards with high post-consumer recycled content.
- Using equipment with good filtration.
- Eliminating phosphates and aerosol products.
- Using concentrated cleaning products when available.
- Using chemicals that are automatically and accurately diluted using cold water.
- Using products that are packed with recycled materials.

Proposed: 12/8/08

Adopted: 8/3/09

7200.3 Facility Management and Building Program

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

7200.4 Standards for Facility Construction and Building Programs

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

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

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

(continue)

Environmental Quality of Building & Grounds

7200.5 Hazardous and/or Infectious Materials

A hazardous and/or infectious material is any substance, or mixture of substances, that constitutes a fire, explosive, reactive, or health hazard. The following are examples of such materials:

- Any item contained in the definition of “toxic substance” in the Toxic Substances Disclosure to Employees Act (820 ILCS 225/)
- Any item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood or bodily fluids.
- Non-building related asbestos materials
- Lead and lead compounds (included in school supplies, i.e., art supplies, ceramic glazes)
- Compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (exhaust gases, such as, carbon monoxide).
- Solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride)
- Liquids, compounds, solids, or other hazardous chemicals that might be toxic, poisonous, or cause serious bodily injury.
- Materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algaecide, rodenticide, bactericides)
- Regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol)

7200.6 The Buildings and Grounds Director and Director of Facilities are responsible for compliance with State and federal law, including the Toxic Substances Disclosure to Employees Act (820 ILCS 255/), and shall:

1. Maintain a perpetual inventory of hazardous materials.
2. Make available inventory lists to the appropriate police, fire, and emergency service agencies.
3. Compile Material Safety Data Sheets (MSDS) for each toxic substance used, produced, or stored to which employee may be exposed, and distribute them as appropriate. Update the data sheets when necessary.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENTS 7200.6 (continued)

4. Submit to the Director of the Illinois Department of Labor, as required, an alphabetized list of substances, compounds or mixtures for which the District has acquired a MSDS.
5. Make available MSDS to all persons requesting the information.
6. Store hazardous or toxic materials in compliance with local, State and federal law. Storage containers must be labeled with the chemical name and appropriate warning hazards and stored in a location that limits the risk presented by the materials. Containers must be stored in a limited-access area.
7. Transport hazardous materials in a manner that poses the least possible risk to persons and the environment and that is in compliance with local, State and federal law.
8. Classify hazardous materials as current inventory, waste, excess, or surplus. Dispose of hazardous materials in accordance with local, State and federal law.
9. Post information regarding employee rights under the ACT on employee bulletin boards throughout the District.
10. Provide an education and in-service training program with respect to all toxic substances to which employees are routinely exposed in the course of employment.

7200.7 Pesticide Application on School Grounds

The Buildings and Grounds Director and the Director of Facilities are responsible for compliance with the Lawn Care Products Application and Notice Act (415 ILCS 65/3, amended by P.A. 96-424) and shall:

1. Provide an annual schedule of pesticide application for each District building.
2. In coordination with the Director of Building and Grounds of each District building (including each Building Principal), notify employees and students and their parents/guardians in each building. The notification must:
 - a. Be provided at least 4 business days before a pesticide application on school grounds.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT 7200.7

- b. Be written, by telephone or on District web site. If written, the notice may be included in newsletters, calendars, or other correspondence currently being published.
- c. Identify the intended date of application.
- d. Provide the name and telephone contact number for the Building and Grounds Supervisor or other school personnel responsible for the pesticide program.

An exception to this notification is permitted if there is an imminent threat to health or property, in which case the Lawn Care Products Application and Notice Act shall control. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written or telephone notice is provided as soon as practicable.

7200.8 Pesticide Application in School Buildings and Structures

The Buildings and Grounds Director and the Director of Facilities are responsible for compliance with the requirements in the Structural Pest Control Act (225 ILCS 235/, reenacted by P.A. 96-473) and shall:

1. Provide an annual schedule of pesticide application for each District building.
2. In coordination with the Director of Building and Grounds of each District building (including each building Principal):
 - a. Maintain a registry of all employees and parents/guardians of students.
 - b. Notify those employees and parents/guardians before pesticides are applied in or out on each building. The notification must:
 - i. Be provided at least 2 business days before a pesticide application in or on school buildings.
 - ii. Be written or on District website. The notice may be included in newsletters, bulletins, calendars, or other correspondence currently being published.
 - iii. Identify the intended date of the application.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT 7200.8 (continued)

- iv. Provide the name and telephone contact number for the Building and Grounds Director or other school personnel responsible for the pesticide program.

An exception to this notification is permitted if there is an imminent threat to health or property in which case the Structural Pest Control Act shall control. If such a situation arises, the Building and Grounds Supervisor must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable. The Building and Grounds Director and the Director of Facilities are responsible for the District's integrated pest management program and the District's compliance with the Structural Pest Control Act (C225 ILCS 235/, reenacted by P.A. 96-473).

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

TRAINING AND NECESSARY EQUIPMENT

7200.9

7200.9 Training and Necessary Equipment

Each building Principal and noncertified staff supervisor shall ensure that all staff members under his or her supervision receive training on the safe handling and use of hazardous materials as required by 105ILCS 5/10-20.17a. Emergency response and evacuation plans must be a part of the training. Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee must provide the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards as required by 23ILL. Admin. Code §1.330. The appropriate supervisor shall maintain an attendance record of an employee's participation in the training.

7200.10 Substitute Non-Hazardous Materials

District staff shall comply with State law governing toxic art supplies in schools, 105 ILCS 135/. This includes substituting non- hazardous material for hazardous substances whenever possible, and minimizes the quantity of hazardous substances stored in school facilities. Material containing toxic substances may be used in grades 9-12 only if properly labeled according to State law.

7200.11 Infectious Materials

The Buildings Principal or designee shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The plan shall comply with the Bloodborne Pathogens Standards adopted by State and federal regulatory agencies and an updated copy given to the Superintendent annually. The Plan shall address the following issues:

RE: Pest Control Legislation

There has been some new legislation that was passed in 2001 by the State of Illinois General Assembly that regulates how pest control must be conducted in public schools. For the schools to abide by these laws the District and the Districts Exterminator Company (International Exterminator Co.) has instituted a policy that prohibits the technicians from using anything other than bait materials and monitoring traps in the schools. The new legislation establishes that the use of certain pesticides are restricted or may in the future be restricted to use only by or under the supervision of persons certified in accordance with the Act.

The buildings for years have followed a stringent integrated pest management program with the help of the International Exterminator Co. Each of the buildings assume the responsibility along with the exterminator company to oversee the program in your building and the record keeping that is required. The individual exterminators from the company have used preventive methods, non-chemical pest control techniques, and the appropriate products that are the least harmful to the students, employees and the environment.

Based on this new legislation “the buildings must maintain a registry of parents and guardians of students and employees who have registered to receive written notification prior to application of pesticides to school property or provide written notification to all parents and guardians of students before such pesticide application.” **The schools keep a list of those individuals that want to be notified.** When the school notifies these individuals, “the written notification will be given at least 2 business days before application of the pesticide and shall identify the intended date of the application of the pesticide and the name and telephone contact number for the school personnel responsible for the pesticide application. Prior written notice shall not be required if there is an imminent threat to health or property. If such a situation arises, the appropriate school personnel must sign a statement describing the circumstances that gave rise to the health threat and ensure that written notice is provided as soon as practicable.”

The above notification legislation also includes the application of pesticides to the school grounds for lawn care. **The schools keep a list of those individuals that want to be notified.**

Please contact your individual High School were your student is attending if you want to be added to the notification list.

Sincerely,
MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

Mr. Mike Galis
Director of Facilities and Purchasing

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT 7200.11 (continued)

1. Exposure determination. Positions that do not subject the employee to occupational exposure are exempt from the Plan and the Standards generally.
2. Implementation schedule specifying how and when risks are to be reduced. The Standards are very specific on risks reduction, e.g., Universal Precautions must be followed; engineering and work practice controls are specified (hand washing, restricted food areas) ; personal protection equipment must be provided; housekeeping requirements are specified (regulated waste disposal and laundry); vaccination requirements (all employees who have occupational exposure work must be offered, at employer expense, the Hepatitis B vaccine and vaccination series); communication of hazards to employees through labeling and training; and record keeping
3. Process for ensuring that all medical evaluations and procedures, including the Hepatitis B vaccine and vaccination series and post-evaluation and follow-up, are available as required by law.
4. Procedures for evaluating an exposure incident.

7200.12 Emergency Response Plan

The Building Principal or designee shall ensure that proper procedures for the cleanup of potentially hazardous material spills are followed including the following:

1. A building custodian is responsible for actual clean up,
2. Personal protective equipment, chemical neutralization kits, and
3. absorbent material are available in each building at all times, and
4. Spill residue is placed in containers designated for such purposes and disposed of in compliance with local, State and federal law.

7200.13 Evacuation

The Building Principal or designee shall ensure compliance with the School Safety Drill Act, 105 ILCS 128/. This includes, among other things, ensuring that evacuation rules are posted in each room and discussed with each class using the room during the first days of the school year. The evacuation rules indicate the primary and alternate exits and the evacuation area to which students should proceed upon leaving the building. The Building Principal or designee shall conduct evacuation drills according to School Board policy 5610. Safety Program.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MAINTENANCE AND REPAIR OF BUILDINGS AND EQUIPMENT

7200.14 Automated External Defibrillator ACT (410 ILCS 1-30)

Automated External Defibrillators (AED) will be available in prescribed areas in each school building to be used by trained AED users only, in medical emergencies. Staff will receive training for certification for use of AED's. Training shall be completed by a course of instruction in accordance with the standards of a nationally recognized organization such as The American Red Cross, The American Heart Association, or a course with someone who is licensed to practice medicine. A designated staff member will be assigned to provide maintenance and oversight on a monthly basis. This person will be responsible for maintaining appropriate records regarding incidents when an AED is used. An AED will be used when a medical emergency presents itself. Staff involved in a medical incident should report to the nurse to record the incident. Any use of AED's shall be reported to the local EMS system. (See School Board Policy 5610, Plan for Responding to Medical Emergency in a Physical Fitness Facility).

Approved: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

DUTIES OF PRINCIPALS IN MAINTENANCE PROGRAM

7201

7201 An effective educational program requires clean, healthful, safe, businesslike and attractive physical facilities.

The building Principal is responsible for the maintenance of the building and equipment. The maintenance and custodial staff is charged with caring for and protecting these facilities. In order to carry out an efficient maintenance program, the Director of Building and Grounds and his staff must receive the cooperation of the students, the teachers and the Principal.

7201.1 Reporting Procedure

Building Principals must immediately report immediately any unsanitary conditions, unsafe conditions, damage to school property, needed repair, or other threats to health and safety to the Director of Facilities and Purchasing and shall cause the problem to be corrected as soon as possible.

7201.2 Facility Evaluation

All existing school facilities will be evaluated periodically for their educational and functional efficiency. The evaluation shall include legal and safety requirements as well as spatial, thermal, visual, acoustic and aesthetic needs for achieving the desired educational program.

In addition to the inspections provided by other District personnel, planning for major rehabilitation and remodeling will be handled through the Director of Facilities and Purchasing.

Adopted: 5/7/84

Revised: 7/11/88

Revised: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ENERGY MANAGEMENT AND CONSERVATION

7210

- 7210 The Superintendent or designee shall be responsible for developing and implementing programs and procedures for energy management, energy awareness, and energy conservation, and shall report annually to the Board of Education on the effectiveness of energy conservation projects and programs of the District.

Every effort will be made by staff and students to conserve energy and natural resources. The District will develop appropriate records related to energy consumption and reducing energy costs. Accordingly, the Principal and Director of Building and Grounds will be responsible for energy management at his/her school.

Adopted: 11/2/92
Revised: 12/6/93
Revised: 7/11/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ENERGY MANAGEMENT AND CONSERVATION

7210

7210.1 Responsibilities

1. To the extent practicable, students and employees will be expected to implement energy conservation guidelines established by the District.
2. The Director of Building and Grounds will assist the Principal in directing and managing energy conservation.

7210.2 Guidelines

1. To maintain an environment that is conducive to the educational process to the extent practicable, the occupied classroom temperature should be between 75 and 78 degrees during the cooling season and between 68 and 72 degrees during the heating season. Exceptions will be made for areas that house students with special needs and will be enacted at the direction of the Principal.
2. The temperature in areas other than classrooms will be recommended by the Director of Building and Grounds and established by the building Principal and Director of Facilities and Purchasing as part of the building energy conservation program. The adjustment of room temperatures in a single-use area (one classroom, an office, a P.E. teaching station) shall be discouraged if such an adjustment would require changing the temperature in the zone adjacent to that single use area.
3. All unnecessary lighting in unoccupied areas will be tuned off. Custodians will turn on lights only in the areas in which they are working.
4. Air conditioning will be used only when it is necessary to maintain temperatures in building areas between 75 to 78 degrees and in those building areas involved in a team cleaning concept.

(continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ENERGY MANAGEMENT AND CONSERVATION

7210 (continued)

- 7210
5. The Director of Building and Grounds will be responsible for ensuring that the energy conservation guidelines are implemented when the facility is closed each evening, holidays, and scheduled days off.
 6. In those school areas that do not have a computer controlled air handling system, the air conditioning regulations are:
 - a. Air conditioning equipment should be turned on only to maintain an interior temperature of between 75 and 78 degrees.
 - b. It is the responsibility of faculty members and support staff to close all window and doors when air conditioning equipment is operating.
 - c. In areas where air handling is either computer controlled or non-computer controlled, classroom and office doors that open to non-air-conditioned areas should be closed when air conditioning equipment is in operation.
 - d. Lights should be turned off when not needed. Lights not only consume electricity, but also give off heat which, in turn, places an additional load on the air conditioning equipment thereby increasing the use of electricity necessary to cool the room.
 - e. Air conditioning equipment should be turned off at the approximate time that educational and office space become unoccupied at the end of the school day, weekends, holidays, and scheduled days off.
 - f. Air conditioning will not be utilized in classrooms during the summer months unless those classrooms are being used for summer school.

(continue)

7. The following regulations are to be observed when heating equipment is in operation:
 - a. The thermostat controls shall be set no higher than 72 degrees.
 - b. Individual classroom and office doors will be closed when the heating equipment is in operation.
 - c. In those buildings with central controls, a predetermined "set-back" temperature will be established for each area by the Director of Building and Grounds. That temperature will be appropriate to the space and the season.
 - d. The Director of Building and Grounds will be responsible for assigning custodial staff to assure building shut-down of lights and non-computer controlled heating equipment at the end of the day.
 - e. Lights in classrooms will not be turned on unless needed. Teachers should make certain that lights are turned off when leaving the classroom.
 - f. All gymnasium lights should not be left on when the gym is not being utilized.
 - g. All outside lights should be tuned off during daylight.
 - h. Custodians will turn lights on only in the specific area in which they are working.
 - i. Motion sensors shall be installed and maintained by custodians, in all classrooms, offices, gymnasiums, washrooms, and meeting rooms to reduce energy costs.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ENERGY MANAGEMENT AND CONSERVATION

7210 (continued)

- 7210 j. Areas where Heating Ventilation Air Conditioning (HVAC) systems are controlled "in-house" by the computer system, that system will be programmed to meet the guidelines established above.
8. Light bulbs, thermostats, switches, and other District equipment related to energy use shall not be adjusted, replaced, or modified by personnel unless authorized by the Director of Building and Grounds, Director of Facilities and Purchasing, and/or the Principal.
9. A major factor in the purchase of new or replacement equipment shall be energy efficiency and payback period.
10. The installation and/or use of energy consuming appliances such as, but not limited to, space heaters, microwaves, coffee makers and refrigerators shall be prohibited unless authorized by the Principal or his/her designee.

PROCEDURES

Approved: 11/2/92
Revised: 12/6/93
Revised: 7/1/11

OPERATIONAL SERVICES

7220

7220 Resource Conservation

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

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

Definitions

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

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

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

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

7220 Resource Conservation (continued)

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

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

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

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

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

Unbleached packaging – Includes corrugated and fiber storage boxes.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

OPERATIONAL SERVICES

7220

7220 Resource Conservation (continued)

Procurement Procedures and Specifications for Products and Supplies

Procurement procedures and specifications for products and supplies shall be periodically reviewed to ensure that the District is:

- a. Purchasing products and supplies that are reuseable, durable, or made from or contain recycled materials, if economically and practically feasible, and
- b. Giving preference to products and supplies containing the highest amount of recycled material and that are consistent with the effective use of the product or supply, if economically and practically feasible.

Recycled paper and Paper Products Purchases

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

Beginning July 1, 2008	10%
Beginning July 1, 2011	25%
Beginning July 1, 2014	50%
Beginning July 1, 2020	75%

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

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

- Recycled high grade printing and writing paper shall contain at least 50% recovered paper material and shall consist of the following percentages of deinked stock or postconsumer material on the dates listed:

Beginning July 1, 2008	25%
Beginning July 1, 2010	30%
Beginning July 1, 2012	40%
Beginning July 1, 2014	50%
- Recycled tissue products shall contain at least 45% postconsumer material.
- Recycled newsprint shall contain at least 80% postconsumer material.
- Recycled unbleached packaging shall contain at least 55% postconsumer material.
- Recycled paperboard shall contain at least 95% postconsumer material.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

OPERATIONAL SERVICES

7220

7220 Resource Conservation (continued)

These regulations do not apply to art materials, nor to any newspapers, magazines, textbooks, library books or other copyrighted publications that are purchased or used by the District or any school or attendance center within the District, or that are sold in any school supply store operated by or within any such school or attendance center.

Solid Waste Reduction

The Superintendent or designee will direct the District's efforts to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that the District generates. The team shall:

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

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

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

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

OPERATIONAL SERVICES

7220

7220 Resource Conservation (continued)

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

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

Proposed: 2/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

SCHOOL FACILITIES

7300

- 7300 The Board endorses community use of school facilities for appropriate purposes. The Administration shall prepare and administer regulations and procedures for the general use of school facilities. Application and Procedures for Use of School Facilities (See Exhibit #1). For specific classifications of facility use, see policy 7310.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 11/8/99
Revised: 7/1/11

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ACCESS TO SCHOOL PREMISES AND PERSONNEL

7302

- 7302 Access to school premises shall be restricted to students, teachers, District employees and other authorized personnel. In limited situations, access to classrooms and personnel is permitted upon request according to the guidelines established in this policy.
- 7302.1 These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A *qualified professional* means “an individual who holds credentials to evaluate the child in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master’s or doctoral degree candidate.” These individuals are referred to in this procedure as *visitors*.
- 7302.2 Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator’s decision shall be final.
- 7302.3 Visitors must comply with:
- a. School safety, security, and visitation policies at all times.
 - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
 - c. Board policy 6930-*Visitors to Schools*. Visitors may not disrupt the educational process.
- 7302.4 If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
- a. Observing his or her child in the child’s current educational placement, services, or program, or
 - b. Visiting a placement or program proposed for the child by the IEP team

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ACCESS TO SCHOOL PREMISES AND PERSONNEL- (continued)

- 7302.5 If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child's performance, the child's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. The Building Principal or designee may limit interviews to personnel having information relevant to the child's current educational services, program, or placement or to a proposed educational service, program, or placement.
- 7302.6 Prior to visiting a school, school building, or school facility, a visitor must complete a *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes* form. This form serves to:
- a. Inform the Building Principal or designee in writing of the proposed visit(s), the purpose, and the duration, and
 - b. Identify requested dates/times for the visit(s) to facilitate scheduling.
- 7302.7 The student's parent/guardian must consent in writing to the student being interviewed by the named evaluator as part of a visit. The parent/guardian will grant this consent by completing a *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes* form.
- 7302.8 The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
- 7302.9 The visitor must acknowledge, before the visit, that he or she is obligated to honor students' confidentiality rights and refrain from any re-disclosure of such records.

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

ACCESS TO SCHOOL PREMISES AND PERSONNEL (continued)

7302

- 7302.10 The Building Principal or designee will attempt to arrange the visit(s) at times that are mutually agreeable. The Building Principal or designee will accompany any visitor for the duration of the visit, including during any interviews of staff members.
- 7302.11 If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
- 7302.12 This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

Adopted: 3/5/84
Revised: 7/11/88
Revised: 10/4/10

Legal Reference: 105 ILCS 5/14-8.02(g-5); Public Act 96-657

Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes

Student name: _____ DOB _____

School attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student's special education needs. Please complete this form and return it to the Building Principal or Program Director where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian (*Complete this section if the person making the request is the parent/guardian.*)

Name: _____ Title: _____

Phone: _____

Address: _____

___ I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings:

for the purpose of:

___ I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____

for the purpose of:

Observations are limited to one hour or one class period per school quarter.

Parent's Independent Evaluator or Other Qualified Professional (*Complete this section if the person making the request is not the parent/guardian.*)

Name: _____ Agency/Company: _____

Phone: _____ E-mail Address: _____

Address: _____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

Teacher, certified in the areas of: _____ Illinois certified? Y ___ N ___

- | | |
|--|--|
| <input type="checkbox"/> Clinical Psychologist | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> Licensed Clinical Social Worker | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> School Social Worker | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Psychiatrist |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified School Nurse |

Other qualified professional (list credentials):

I have been requested by the above named student's parent/guardian to conduct an evaluation of the student for the purpose of:

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

Observation of student in the following classroom(s)/setting(s): _____

Duration: _____

Opportunity to interview the following personnel believed to work with the student:

Duration: _____

Opportunity to interview the student.

I will need more than one hour or one class period for my visit for the following reason(s): _____

Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, student records authorized by a parent/guardian, or educational programs or individual(s) I have requested as related to the purpose of my visit. I agree to comply with its terms and conditions of Board Policy 7302. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

Individual Requesting Access Signature

Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature

Date

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

CLASSIFICATIONS OF FACILITY USE

7310

7310 Each request for use of a school facility shall be classified as one of the following categories:

CLASS I

1. Student organization of the District
2. Official staff organizations among employees of the District
3. PTC/Booster Clubs and affiliated parent organizations
4. School caucus

CLASS II

1. All Class I groups, if activity is for fund raising
2. Public elementary schools of the District and their affiliated organizations, such as PTC
3. School Feeder Programs - if coaches or instructors are not paid a stipend and fees in excess of overhead are not charged. Financial records of these organizations must be submitted at the time the request is made.

CLASS III

1. Civic governmental, parochial and not-for-profit schools, religious, recreational, cultural and charitable organizations that have their headquarters and principal membership within the boundaries of the District and the activity is not for fund raising. Financial records of these organizations may be examined upon request.
2. School Feeder Programs - if coaches or instructors are paid a stipend or fees in excess of overhead are charged. Financial records of these organizations may be examined upon request.

CLASS IV

1. All organizations in Class III that are involved in a fund-raising activity.
2. Other organizations who do not fall within Class I, II, or III, who have received special permission from the Board for the use of facilities because the Board finds the use to be in the best interest of the District.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 2/11/91
Revised: 11/8/99
Revised: 1/11/10

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

STIPULATIONS GOVERNING FACILITY USE

7311

7311 Approval of requests for the use of school facilities shall be concerned with the following considerations:

7311.1 Eligibility Criteria

The Board, through the administration, shall determine suitability of activity, availability of space and group classification. Charges shall be determined according to the schedule of fees approved by the Board.

7311.2 Scheduling

Use of facilities for school activities shall always take precedence over use by outside organizations, and no outside booking shall be guaranteed until the school calendar has been established and publicly announced. Facilities shall be available for non-school use on legal holidays in accordance with the availability of supervisory personnel and the willingness of the sponsoring agency to pay all such personnel costs. The administration reserves the right to assign appropriate supervision as needed and charge the outside organization accordingly.

7311.3 Contracts

A one-year limit shall exist for a contract for a school facility by a specific group. If a request for renewal is submitted, such request shall be treated as any new application. The Board and administration reserve the right to interrupt any contract for space should an emergency arise. Every effort will be made to provide temporary substitute space. Sponsoring organizations shall not sublet the use of school facilities.

7311.4 School Property

School equipment used by any group will be maintained and operated by school personnel in attendance at the event with such costs to be borne by the user as per the special charge schedule. The organization using the facility shall be responsible for the conduct of the persons present and for the damage, loss, disappearance or breakage of school property during the use/rental period.

The Board and its employees shall not be held responsible for damage to property or the loss or theft of material brought onto or left on the school property.

(continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

STIPULATIONS GOVERNING FACILITY USE

7311 (continued)

7311.5 Injuries

The Board and its employees shall not be held responsible for injuries to anyone that may occur on school property as a result of the activity.

7311.6 Insurance

The renter is required to strictly comply with the following Insurance Requirements - Premises Rental:

- Commercial general liability coverage utilizing an Insurance Services Office occurrence coverage form CG00010196 or its equivalent, including broad form contractual liability with limits as follows: Each occurrence \$1,000,000; General Aggregate \$1,000,000; Personal and Advertising \$1,000,000; Fire Damage Liability \$50,000. An additional insured endorsement CG2026 in favor of Maine Township High School District 207 must be included.
- All insurers must be licensed in the State of Illinois and carry a Best's rating of A or better, and a financial size rating of V or better.
- A certificate of insurance referencing the contract for rental of school premises as an insured contract, and specifically identifying Maine Township High School District 207 as an additional insured using CG2026, together with a certified copy of the CG2026 endorsement, must be presented prior to being allowed onto Maine Township High School District 207 premises.
- Workers Compensation Insurance

7311.7 Intoxicants/Smoking

Intoxicants shall not be permitted on the premises. Smoking is not permitted inside or outside the school facilities.

(continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

STIPULATIONS GOVERNING FACILITY USE

7311 (continued)

7311.8 Advertising

Advertising of the activity shall clearly indicate the sponsoring organization with the school listed only as the place of activity.

7311.9 Additional Attendants/Employees

The administration reserves the right to determine the need for parking lot attendants, security guards, police and/or extra custodians, depending on the nature of the activity. The organization will be billed for these additional services at rates approved by the Board.

7311.10 Games of Chance/Gambling

Gambling, games of chance and the sale of lottery tickets shall not be conducted on school premises. A student activities fundraising application must be completed by the sponsor of the raffle and submitted to the building Principal for approval. Raffles may be conducted only with specific, advance authorization from the building Principal in accord with municipal codes and provisions of the Illinois Raffles Act, 230 ILCS 15/1.

7311.11 Fund Raising

Fund raising is defined as an activity for which a fee or contribution is required and the primary purpose of that fee is to generate revenue beyond the expenses of the activity.

Adopted: 5/7/84

Revised: 7/11/88

Revised: 11/2/92

Revised : 11/8/99

Revised: 9/12/05

Revised: 1/11/10

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FEE SCHEDULE FOR FACILITY USE

7320

<u>FACILITY</u>	<u>CLASS I</u>	<u>CLASS II</u>	<u>CLASS III</u>	<u>CLASS IV</u>
1. Field house (per hour)	0	0	\$ 25.00	\$50.00
2. Maine Gymnasium (per hour)	0	0	25.00	50.00
3. Secondary Gymnasium (per hour)	0	0	20.00	40.00
4. Large Group Rooms (per hour)	0	0	20.00	40.00
5. Auditorium (per hour)	0	0	40.00	80.00
6. Cafeteria (per hour)	0	0	20.00	40.00
7. Classroom (per hour)	0	0	10.00	20.00
8. Swimming Pool (per hour) (Includes locker & shower)	0	0	40.00	80.00
9. Outdoor Areas (per hour)				
Baseball Diamond	0	0	10.00	20.00
Track (outdoor)	0	0	10.00	20.00
Track (indoor)	0	0	10.00	20.00
Football Stadium w/o lights	0	0	50.00	100.00
Football Stadium w/lights	0	0	100.00	200.00
Tennis Courts (8 courts)	0	0	10.00	20.00
Practice Fields	0	0	10.00	20.00
Parking Lots	0	0	10.00	20.00

The above facilities will be clean and ready for use by the renting group, but labor for clean-up or grounds maintenance will be charged to the renting group at the prevailing overtime rate. In all instances, adequate custodial services shall be provided to assure proper maintenance of facilities. The cost of special set-ups will be charged to the renting group at the prevailing overtime rate.

Rentals of the auditorium will be charged for a technical support person that will run the lights and sound system.

(continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FEE SCHEDULE FOR FACILITY USE

7320 (continued)

7320 Special charges for school personnel and equipment available only by special agreement are as follows:

<u>SERVICE</u>	<u>RATE</u>
1. Custodian	prevailing rate
2. Scoreboard operators	prevailing rate
3. Security attendance	prevailing rate
4. Technical Support Person	prevailing rate
5. Pool lifeguard*	prevailing rate
6. Student services (stage assistance, ushers)	prevailing rate

* One qualified lifeguard is required for every 40 persons.

The prevailing rate will be calculated as hourly overtime pay for the average worker in this category, plus the apportioned cost of that employee's benefits.

Adopted: 5/7/84
Revised: 7/11/88
Revised: 8/7/89
Revised: 11/2/92
Revised: 1/11/10

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

FACILITY USE APPLICATION FORMS

7330

7330 The Superintendent shall prepare and provide to building Principals a standard application form for the use of school facilities by any group or individual.

Adopted: 5/7/84
Revised: 7/11/88

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

PROCEDURE FOR FACILITY USE APPLICATION

7331

- 7331 Any nonschool-related group desiring to use a school facility shall submit a completed application to the Office of the Principal of the school of the facility desired at least two (2) weeks prior to the date of intended use. The building Principal shall review the application to determine whether the request can be accommodated in accordance with Board policies, and approve or disapprove the request.

Adopted: 5/7/84
Revised: 7/11/88

Exhibit #1 - Application and Procedures for Use of School Facilities

To be submitted to the Assistant Principal for Students

This application must be approved before a non-school related group is allowed to use school facilities. School organizations, school-sponsored programs, and organizations whose primary purpose is to provide financial assistance to the school are all considered, for the purpose of this application, to be school-related. Use of school facilities for school purposes has precedence over all other uses.

Organization name	Requested school facility
Adult Supervisor from Organization (<i>must be 21 years of age or older</i>)	Phone/email address
Program/Activity	Date(s) and start/end time(s)
Equipment needed	Materials to be brought into facility
Room arrangement, including decorations	Food service required

1. All non-school related groups must supply adequate supervision to ensure proper care and use of school facilities.

- The non-school related group is responsible to the Board for the use and care of the school facility. All adult supervisors must have cell phones with them at all times.
- Sufficient, competent adult supervision must be provided and the adult supervisor must ensure that no minor is left alone after the activity.
- Only the cafeteria, auditorium, gymnasium, and athletic field, along with needed hallways and parking areas, are available for community use. Entering any room or area not in use by the group is prohibited. The adult supervisor will vacate the facility at the scheduled end time. Use of the school facility is not permitted past the agreed end time.
- No furniture or equipment may be moved without prior approval from the Building Principal.
- Signs, displays, or materials may not be attached, nailed, or otherwise affixed to walls.

_____ *Initial here if this is agreeable*

2. All non-school related groups must agree to:

- Indemnify and hold harmless the District and its agents and employees for and from any and all loss including attorneys' fees, damages, expense, and liability arising out of its use of school property.
- Pay any damages to school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate. The cost of damages will be based on the repair or replacement cost, the choice of which is at the School Board's discretion.
- Supply proof of insurance naming [*insert name of the District*] as an additional insured and verifying that the group maintains adequate insurance coverage against personal injury and/or property loss: _

Insurance provider name and contact number
_____*Initial here if this is agreeable*

3. All non-school related groups must pay the following fees:

Rental charge (unless waived by Board policy): _____

Meal and beverage service (cost as determined by the cafeteria supervisor): _____

_____*Initial here if this is agreeable*

4. Payment Method: Check Money Order Credit Card

If payment is by check, please make check payable to: **Maine Twp High School District 207**

If payment by credit card, please indicate the following: Visa Master Card Am Ex

Expiration date: _____ Credit Card No. _____ Today's date _____

Authorized amount: _____ Authorized signature: _____

5. All non-school related groups must agree to use appropriate emergency procedures including calling 9-1-1 for medical emergencies and whenever an AED is used.

_____*Initial here if this is agreeable*

6. All non-school related groups must agree to follow the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility, 5610. Important:* The District will not supervise the activity nor will it supply trained AED users to act as emergency responders at any time, including during staffed business hours.

Activity being proposed is not in a physical fitness facility.

_____*Initial here if this is agreeable*

Copy of the District's *Plan for Responding to a Medical Emergency at a Physical Fitness Facility* has been provided. (77 Ill.Admin.Code §527.800(c).

_____*Initial here that a copy was received.*

7. If the request involves a physical fitness facility, the non-school related group must:

- Designate at least one adult supervisor who agrees to be an emergency responder. All emergency responders are encouraged to be trained in CPR and trained AED users.
- Give a copy of the District's plan for responding to medical emergencies to each designated emergency responder.
- Require that 9-1-1 be called for medical emergencies and whenever an AED is used.
- Ensure that each designated emergency responder knows the location of first aid equipment and any AED.
- Ensure that only trained AED users operate an AED, unless the circumstances do not allow time for a trained AED user to arrive.
- Arrange for at least one emergency responder to have a tour of the facility before the activity.
- Ensure that if an AED is used, the Superintendent is informed and all appropriate forms are completed (4:170-AP6, E2, *Automated External Defibrillator Incident Report*).

_____*Initial here if this is agreeable*

I certify that I am authorized to act for the above-named organization. I understand that: (1) the granting of this request does not constitute recognition of my organization as a school-related group or activity, and (2) my organization may not represent itself or any of its activities as school-related.

I agree to: (1) abide by the conditions stated in this application, and (2) adhere to all Board policies and administrative procedures applicable to this use of the school's facility.

Applicant name *(please print)*

Telephone number

Address

Email address

Applicant signature

Date

The Superintendent or designee will base his or her decision on the information being provided in this application as well as other criteria deemed important. *(Note to Superintendent or designee: After approving or denying this application, return a copy of it to the person making the request, keep the original in the central office, and send a copy to the appropriate Building Principal.)*

Approved

Denied

Superintendent or designee

Date

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MEDIA ACCESS TO SCHOOL EVENTS

7400

7400 The District may cooperate with representatives of the non-print, broadcast media by granting access to those activities of general interest to the public. The primary purposes of granting media access and coverage are to give added recognition to the efforts and accomplishments of the students involved and to increase public interest in education.

Responsibility for implementing these regulations and ensuring full compliance with established policy is assigned to the Superintendent or his/her designee. All inquiries, applications for credentials and correspondence should be addressed to this administrator.

7400.1 General Provisions

1. Events covered by these rules include all scheduled activities held on the grounds of, or in the buildings owned or operated by the District for which media coverage licensing has not been delegated by prior arrangement to another sponsoring group. These regulations are not intended to apply to spot news coverage of school events.
2. Requests for credentials authorizing access to any event must be made in advance of the scheduled date. In some cases, available space will be a serious limitation, and requests will be processed in the order received.
3. Fees may be charged for access rights to certain events. In such cases, an application for credentials will not be processed unless accompanied by the appropriate fee. The District reserves the right to adopt a schedule of access fees at any time in the future as deemed appropriate.
4. As a general but not exclusive rule, the District will authorize media access for tape delay telecasting/broadcasting only. A one-day minimum delay is imposed, interpreted to mean 12:01 a.m. of the day following the conclusion of the scheduled event.

When it is perceived to be in the best interests of the District, authorization for live telecasting/broadcasting will be approved. In each case, potential applicants will be notified and advised of special rules and/or fees that may prevail.

(continued)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MEDIA ACCESS TO SCHOOL EVENTS

7400

7400.1 General Provisions (continued)

5. The District reserves the right to restrict access to those events scheduled for production and cablecast by District staff.
6. Media groups providing coverage and the types of coverage that will be approved include:
 - a. Broadcast Radio AM or FM (tape delay and live play-by-play coverage).
 - b. Cable Telecasting (general sports programming and tape delay cable casting).
 - c. Broadcast Television (general sports programming and tape delay cable casting).
 - d. Media production and distribution companies (general production).
7. Execution of any release forms that may be required by law from individuals being recorded for broadcast is the responsibility of the specific media organization that has been granted access to film, tape or record a school event.

7400.2 Specific Rules: Athletics

1. The District may authorize nonexclusive access to regular season athletic events/contests and to all similar and related activities. Rights of media access will not be granted by the District for any contest or tournament sponsored by the Illinois High School Association or in any case when the approval of media access has been delegated by prior arrangement to another agency or group.
2. Approved applicants will be notified in advance, and credential packets will be provided. Approval will include the number of personnel considered normal and consistent with the type of production proposed. Additional personnel will not be admitted.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MEDIA ACCESS TO SCHOOL EVENTS (continued)

7400

3. It is expected that all equipment will be in place and fully operational before the event begins. Further, dismantling and removal should not begin until the event has ended. It is assumed that all equipment, cable and vehicles will be immediately removed from the premises following each event.
4. The District will accept no responsibility for the security of media equipment.
5. Special parking areas for vehicles required in the production must be described in detail on the original application and specifically approved.
6. Station banners will not be permitted.
7. The District subscribes to the Illinois High School Association (IHSA) policies regarding commercial messages and the types of commercial messages/products specifically excluded. Applicants who plan to support production with advertising will wish to review those policies carefully and are expected to abide by those standards. (See Section 10, IHSA tape delay policy.)
8. The District will not limit the number of replays of any game/event by an authorized station. However, no station may feed its telecast to any other station or cable company without prior approval.

7400.3 Specific Rules: Concerts, Musicals and Dramatic Productions

1. All plays, musicals, concerts, and other theatrical or dramatic productions are authorized by agreements between the District and various licensing agents. In each case, authorization is for one or more live performances only, and media recording/replay is specifically prohibited. Therefore, the type of media coverage that can be authorized by the District is limited. If such coverage is sought, the media representative must secure license or broadcast approval directly from the copyright owner and will file such notice of approval with the Superintendent or his designee.

(continue)

MAINE TOWNSHIP HIGH SCHOOL DISTRICT 207

MEDIA ACCESS TO SCHOOL EVENTS (continued)

7400

2. Authorization can be granted for tape delay cable casting in many cases. However, no such authorization will be granted to any cable television company until:
 - a. The company warrants with appropriate documentation that negotiations with the appropriate licensing agent have been completed.
 - b. A copy of the necessary release form has been received from the licensing agent.
3. When authorization is granted for tape delay cable casting/broadcasting, the media will employ techniques that will not interfere with live audience enjoyment of the performance.
4. Neither audio nor video recording on personal equipment by spectators will be authorized by the District at any event covered by a licensing or a negotiated agreement.
5. Advertising shown during broadcast should be appropriate for educational programming; media applying will submit their written policy regarding advertising with their application.

7400.4 Specific Rules: Other Events

Access to other types of events or unscheduled events will be considered for approval when it is within the authority of the District to grant such rights.

Adopted: 6/3/85

Revised: 7/11/88