

Operational Services

Administrative Procedure – Routine Communications Concerning Safety and Security

This procedure's purpose is to identify and organize the Cooperative's routine communications to stakeholders regarding safety and security. These routine communications are an integral part of the Cooperative's coordinated communication system. Communications to stakeholders that do not concern safety or security are organized with their respective topics.

Form, Memo, or Letter	Explanation
<p>4:15-E1 - <i>Letter to Employees Regarding Protecting the Privacy of Social Security Numbers</i></p> <p>4:15-E2 - <i>Statement of Purpose for Collecting Social Security Numbers</i></p> <p>4:15-E3 - <i>Statement for Employee Manual or Cooperative Website Concerning the Cooperative's Purpose for Collecting Social Security Numbers</i></p>	<p>Board policy makes the Executive Director or designee responsible for ensuring that the Cooperative complies with the Identity Protection Act, 5 ILCS 179/. The letter informs staff members about their obligation to protect the privacy of social security numbers. 4:15-E2 and 4:15-E3 fulfill the requirement in the Identity and Protection Act to provide a statement of the purposes for which the Cooperative is collecting and using social security numbers.</p>
<p><i>Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses</i></p>	<p>The parent/guardian of a student with special needs or medical conditions completes this form to provide information to bus drivers and emergency medical technicians. Parents/guardians receive this form in addition to other transportation information in the carrier's manual.</p>
<p>4:170-AP1, E1 - <i>Accident or Injury Form</i></p>	<p>This form documents an accident or injury. It provides useful information for examining and evaluating risks.</p>
<p>4:170-AP1, E2 - <i>Memo to Staff Members Regarding Contacts by Media About a Crisis</i></p>	<p>This memo is intended to encourage staff members to refer questions from the media to the Cooperative spokesperson to avoid disseminating incomplete or inaccurate information, or unintentionally violating student privacy rights.</p>
<p><i>Letter to Parents/Guardians Regarding Student Safety</i></p>	<p>This information, located in the student handbook, is intended to gain the support and cooperation of parents/guardians concerning the Cooperative's safety and security plan.</p>
<p><i>Guidance to Parents/ Guardians Regarding Educational Programs About the Dangers of Underage Drinking</i></p>	<p>This guidance document found in the student handbook informs parents/guardians about: (1) the dangers of underage drinking, (2) the prohibition on serving alcohol to minors, and (3) the punishment for violating these laws.</p>
<p><i>Guidance to Parents/Guardians About Disruptive Social Media Apps; Dangers</i></p>	<p>This guidance informs parents/guardians about social media apps that can be harmful and disruptive. It describes <i>hyperlocal</i> social media apps, e.g., YikYak, that use GPS on cell phones to target groups in specific areas and <i>temporary</i> social media apps that offer a false sense of</p>

Form, Memo, or Letter	Explanation
	anonymity or a false belief that content <i>disappears</i> after a certain set time limit, e.g., <i>ask.fm</i> and <i>Snapchat</i> . This information exists within the student handbook.
4:170-AP6, E1 - <i>School Staff AED Notification Letter</i>	This letter informs staff members of AED locations and instructions for responding to medical emergencies, as required by 77 Ill.Admin.Code §527.800(b). This information is referenced in the employee manual.
<i>Notification to Staff and Parents/Guardians of CPR and AED Video</i>	This notification informs parents/guardians and staff of the training video on hands-only cardiopulmonary resuscitation and automated external defibrillators available on the Ill. High School Association's website. Notification is required by 105 ILCS 25/1.10, added by P.A. 98-305. Staff is notified via the employee handbook. Information to parents is within the student handbook.
<i>Informing Parents/Guardians About Offender Community Notification Laws</i>	This notification informs parents/guardians that information about sex offenders and violent offenders against youth is available on the Ill. State Police's website. Information is provided within the student handbook.
6:235-AP1 - <i>Acceptable Use Electronic Networks</i> 6:235-AP1, E1 - <i>Student Authorization for Electronic Network Access</i> 6:235-E3 - <i>Online Privacy Statement</i>	Internet safety is promoted by wide distribution of the Cooperative's rules and guidelines.
6:250-E - <i>Resource Person and Volunteer Information Form and Waiver of Liability</i>	Board policy makes the Executive Director responsible for establishing procedures for securing and screening resource persons and volunteers. This form is completed by an individual who wants to be a resource person and/or volunteer in a school.
<i>Bullying, Harassment and School Violence</i>	The Cooperative's anti-bullying program seeks to stop bullying and school violence. Witnesses and victims are encouraged to report incidences of bullying or school violence immediately. Information related to the bullying program and procedures can be found in the student handbook. A bullying protocol is established in the Emergency Procedures Manuals for staff.
<i>Guidance to Parents/Guardians Regarding Teen Dating Violence</i>	This guidance informs students and their parents/guardians about the Board's policy prohibiting teen dating violence. Required by 105 ILCS 110/3.10(b)(5). This information is contained within the student handbook.

Form, Memo, or Letter	Explanation
<i>Guidance to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i>	Informs parents/guardians about sexting and asks for their support and cooperation to end sexting and its resulting disruption to the educational environment. This information is contained in the student handbook.
7:270-E - <i>School Medication Authorization Form</i>	This form offers a systematic process for parents/guardians to provide notice and instructions to the school nurse or other staff member regarding medications, asthma inhalers, and/or epinephrine auto-injectors.
7:280-E3 - <i>Preventing Staphylococcal Infections for Schools</i>	This exhibit contains information for students and their parents/guardians and staff members concerning preventing staphylococcal infections in schools.
8:30-E1 - <i>Letter to Parent Regarding Visits to School by Child Sex Offenders</i>	This exhibit informs parents/guardians that State law restricts when a child sex offender may be on school property. It provides instructions to any parent/guardian who is a child sex offender.
8:30-E2 - <i>Child Sex Offender's Request for Permission to Visit School Property</i>	A child sex offender uses this exhibit to request permission to visit school property. He or she must provide the reason(s) for seeking permission to visit school property.

Revised: 12/2014