

Operational Services

Administrative Procedure – Comprehensive Safety/Crisis Program

A. Safety and Security Related Administrative Procedures and Forms

Administrative material on school safety and security may be implemented under this plan, including, without limitation, any in the following list.

- 4:60-AP3 *Criminal History Records Check of Contractor Employees*
- 4:110-AP3 *Parent and Student Handbook - School Bus Safety Rules*
- 4:160-AP *Environmental Quality of Buildings and Grounds*
- 4:170-AP1, E1 *Accident or Injury Form*
- 4:170-AP1, E2 *Memo to Staff Members Regarding Contacts by Media About a Crisis*
- 4:170-AP2 *Routine Communications Concerning Safety and Security*
- 4:170-AP2, E3 *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers* 4:170-AP1 Page 2 of 9
- 4:170-AP4 *National Terrorism Advisory System*
- 4:170-AP6 *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*
- 4:170-AP6, E1 *School Staff AED Notification Letter*
- 4:170-AP6, E2 *Notification to Staff and Parents/Guardians of CPR and AED Video*
- 4:170-AP7 *Targeted School Violence Prevention Program*
- 4:170-AP7, E3 *Targeted School Violence Prevention and Threat Assessment Education*
- 4:175-AP1 *Criminal Offender Notification Laws; Screening*
- 4:175-AP1, E1 *Parent and Student Handbook - Informing Parents/Guardians About Offender Community Notification Laws*
- 4:180-AP1 *School Action Steps for Pandemic Influenza*
- 4:180-AP2 *Pandemic Influenza Surveillance and Reporting*
- 6:235-E4 *Parent and Student Handbook - Keeping Yourself and Your Kids Safe On Social Networks*
- 6:235-E5 *Children's Online Privacy Protection Act*
- 7:280-AP *Managing Students with Communicable or Infectious Disease*
- 7:290-AP *Adolescent Resource Guide for Implementation of Suicide and Crisis Intervention Depression Awareness and Prevention Program*

I. The Executive Director or designee will establish and maintain a School Safety Advisory Team. The School Safety Advisory Team shall:

1. Develop comprehensive, site-based, emergency management protocols.
2. Collaborate with local public safety agencies.
3. Meet at least annually to review and revise (as needed) emergency management protocols for each site generated by the Cooperative.
4. Ensure that all required safety drills are completed and documented in a timely manner.

5. Establish and maintain a plan for professional development that provides all program and administrative staff with training annually regarding existing emergency management plans, bullying prevention, identification and reporting, and appropriate methods for informing students about these issues.
- II. The Executive Director and Program Administrator shall supervise an on-going program for identifying and evaluating unreasonable risks, which may include:
- A. Supervision
 1. A sufficient number of supervisors are present.
 2. Supervisors are trained to recognize conditions that are dangerous.
 3. Proper student behavior is maintained.
 - B. Instruction
 1. Proper teaching progressions are followed and documented.
 2. Substitute instructors are competent to teach the activity.
 3. Teachers evaluate each student's capacity to do a specific activity without exposing the student to an unreasonable risk of injury.
 4. Activities are appropriately demonstrated. Instructions are appropriate and clear and safety rules are emphasized.
 5. Students are warned of the specific dangers of performing an activity the wrong way and the warning is documented.
 6. Teachers reasonably match student competitors.
 7. Appropriate behavior toward strangers is explained.
 - C. Facilities and Equipment
 1. Facilities and equipment are properly maintained and periodically inspected. Repairs, routine maintenance, and inspections are documented.
 2. Staff members are encouraged to report equipment or facilities that are inappropriate, in need of repair, or defective. Equipment that fails to fit properly or fails to properly protect students are examples of inappropriate equipment.
 3. Notices from staff members that equipment or facilities are inappropriate, in need of repair, or defective are properly investigated.
 4. Warning signs or labels are properly displayed and safety rules are posted.
 5. Facilities and equipment which would pose an unreasonable risk to unsupervised students are kept locked.
 6. Unused or outdated equipment is removed.
- III. The Executive Director and Program Administrator shall supervise an on-going program for the provision of first-aid and emergency care, which includes:
1. First-aid and CPR courses are offered to staff members.
 2. Staff members are told how to summon emergency medical care.
 3. Adequate first-aid and emergency care equipment are readily accessible, conspicuously marked, and periodically inspected.

4. Parent(s)/guardian(s) are required to report any serious health problem their child might have experienced.
 5. Written accident reports are completed by the person having supervision over the student at the time of the accident and shall be immediately sent to the Program Administrator who will forward a copy to the Executive Director.
 6. An injured student will take priority over everything else.
 7. The person having supervision over an injured student shall immediately notify the parent(s)/guardian(s).
- III. Each student participating in an extracurricular athletic program and his or her parent(s)/guardian(s) must sign an Agreement to Participate form.

LEGAL REF.: 105 ILCS 115/1.
23 Ill. Admin. Code § 1.420(s) and 1.530.

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