

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, Letter, Student Handbook, or Employee Manual Information	Explanation
4:15-E1 - <i>Letter to Employees Regarding Protecting the Privacy of Social Security Numbers</i> 4:15-E2 - <i>Statement of Purpose for Collecting Social Security Numbers</i> 4:15-E3 - <i>Statement for Employee Manual or Cooperative Website Describing the Cooperative's Purpose for Collecting Social Security Numbers</i>	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, given to new employees, and 4:15-E3, included in Employee Manual, 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.
<i>Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses</i>	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.
4:170-AP1, E1 - <i>Accident or Injury Form</i>	This form documents an accident or injury. It provides useful information for examining and evaluating risks.
4:170-AP1, E2 - <i>Memo to Staff Members Regarding Contacts by Media About a Crisis</i>	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.
<i>Information to Parents/Guardians Regarding Student Safety</i>	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.
<i>Guidance to Parents/ Guardians Regarding the Dangers of Underage Drinking</i>	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.
4:170-AP2, E3 - <i>Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers</i>	This letter 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

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	on cell phones to target groups in specific areas and <i>temporary</i> social media apps that offer a false sense of 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 is also in the student handbook.
4:170-AP2, E4 <i>Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting</i>	This letter and information in the student handbook may help gain the support and cooperation of parents/guardians to end sexting and its resulting disruption to the educational environment.
4:170-AP2, E5 – <i>Notice to Parents/Guardians of Lockdown Drill; Opt-out</i>	This notification informs parents/guardians in advance of any law enforcement lockdown drill addressing a school shooting incident that involves student participation, as required by 105 ILCS 128/20(c).
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.
4:170-AP6, E2 - <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 (IHSA) website. Required by 105 ILCS 25/1.10. Staff is notified via the employee handbook. Information to parents is within the student handbook.
4:175-AP1, E1 - <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 Access to the Cooperative's Electronic Networks</i> 6:235-AP1, E2 – <i>Staff Authorization for Access to the Cooperative's Electronic Networks</i> 6:235-E3 - <i>Online Privacy Statement</i>	Internet safety is promoted by wide distribution of the Cooperative's rules and guidelines.
6:235-E4 – <i>Keeping Yourself and Your Kids Safe on Social Networks</i>	Many parents/guardians are unaware that the Children's Online Privacy Protection Act gives them control over the types of information that websites can collect from their children. This document's purpose is to provide information to parents/guardians about this act.

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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.
7:180-AP1, E2 - <i>Be a Hero by Reporting Bullying</i>	The Cooperative's anti-bullying program seeks to stop bullying and school violence. This exhibit's purpose is to encourage reporting by both witnesses and victims. 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.
7:180-AP1, E5 – <i>Report Form for Bullying</i>	The Cooperative's anti-bullying program seeks to stop bullying and school violence. This form is completed on the NDSEC website by the bullying target, witness, or other person and submitted to the Program Administrator. Its purpose is to expedite bullying reports.
7:185-E - <i>Memo to Parents/Guardians Regarding Teen Dating Violence</i>	This memo 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 in the student handbook.
7:270-E1 - <i>Medication Authorization Forms</i>	These forms offer 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 injectors.
7:270-E2 – <i>Medication Authorization Form – Medical Cannabis</i>	This form offers a systematic process for parents/guardians to provide notice and instructions to the school nurse or other staff member regarding student's use of medical cannabis.
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.

Update: 6/2019

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