Operational Services

Administrative Procedure - Routine Communications Concerning Safety and Security

This procedure's purpose is to identify and organize the District's routine communications to stakeholders regarding safety and security. These routine communications are an integral part of the District'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
4:15-E1 - *Letter to Employees Regarding Protecting the Privacy of Social Security Numbers* 4:15-E2 - *Statement of Purpose for Collecting Social Security Numbers* 4:15-E3 - *Statement for Employee Manual or District Website Describing the District's Purpose for Collecting Social Security Numbers*	Board policy makes the Superintendent responsible for ensuring that the District 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 District is collecting and using social security numbers.
4:110-E - *Emergency Medical Information for Students Having Special Needs or Medical Conditions Who Ride School Buses*	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. One copy is kept at the school and another copy on the student's school bus in a secure location. 105 ILCS 5/10-20.35 encourages, but does not require, this communication.
4:170-AP1, E1 - *Accident or Injury Form*	This form documents an accident or injury. It provides useful information for examining and evaluating risks. Many insurance companies require completion of their own forms.
4:170-AP1, E2 - *Memo to Staff Members Regarding Contacts by Media About a Crisis*	This memo is intended to encourage staff members to refer questions from the media to the District spokesperson to avoid disseminating incomplete or inaccurate information, or unintentionally violating student privacy rights.
4:170-AP2, E1 - *Letter to Parents/Guardians Regarding Student Safety*	This letter is intended to gain the support and cooperation of parents/guardians concerning the District's safety and security plan. It should align with 4:170-AP1, *Comprehensive Safety and Security Plan*.
4:170-AP2, E2 - *Letter to Parents/ Guardians Regarding the Dangers of Underage Drinking*	This letter informs parents/guardians about: (1) the dangers of underage drinking, (2) the prohibition on serving alcohol to minors, and (3) the punishment for

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	violating these laws. House Resolution 98-162 encourages, but does not require, this communication.
4:170-AP2, E3- *Letter to Parents/Guardians About Disruptive Social Media Apps; Dangers*	This letter informs parents/guardians about social media apps that can be harmful and disruptive. It describes *hyperlocal* social media apps, e.g., YikYak, that use GPS on cell phones to target groups in specific areas and *temporary* social media apps that offer a false sense of anonymity or a false belief that content *disappears* after a certain set time limit, e.g., *ask.fm* and *Snapchat*.
4:170-AP2, E4 - *Letter to Parents/Guardians About Preventing and Reducing Incidences of Sexting*	Informing parents/guardians about sexting may help gain their support and cooperation to end sexting and its resulting disruption to the educational environment.
4:170-AP2, E5 – *Notice to Parents/Guardians of Lockdown Drill; Opt-out*	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 - *School Staff AED Notification Letter*	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).
4:170-AP6, E2 - *Notification to Staff and Parents/Guardians of CPR and AED Video*	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.
4:175-AP1, E1 - *Informing Parents/Guardians About Offender Community Notification Laws*	This notification informs parents/guardians that information about sex offenders and violent offenders against youth is available on the Ill. State Police's website. It is provided during school registration or parent-teacher conferences, as required by 730 ILCS 152/.
6:235-AP1 - *Acceptable Use of the District's Electronic Networks* 6:235-AP1, E1 - *Student Authorization for Access to the District's Electronic Networks* 6:235-AP1, E2 - *Staff Authorization for Access to the District's Electronic Networks* 6:235-E3 - *Online Privacy Statement*	Internet safety is promoted by wide distribution of the District's rules and guidelines.
6:235-E4 - *Keeping Yourself and Your Kids Safe on Social Networks*	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

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	their children. This document's purpose is to provide information to parents/guardians about this Act.
6:250-E - *Resource Person and Volunteer Information Form and Waiver of Liability*	Board policy makes the Superintendent 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 - *Be a Hero by Reporting Bullying*	The District's anti-bullying program seeks to stop bullying and school violence. This exhibit's purpose is to encourage reporting by both witnesses and victims.
7:180-AP1, E3 - *Memo to Staff Regarding Bullying*	The District's anti-bullying program seeks to stop bullying and school violence. This exhibit informs staff members about the District's anti-bullying program and its expectations of staff members.
7:180-AP1, E4 - *Memo to Parents/Guardians Regarding Bullying*	The District's anti-bullying program seeks to stop bullying and school violence. This exhibit informs parents/ guardians of the District's anti-bullying program and encourages them to help the District identify students who are being bullied.
7:180-AP1, E5 - *Report Form for Bullying*	The District's anti-bullying program seeks to stop bullying and school violence. This form is completed by the bullying target, witness, or other person and submitted to the Building Principal's office. Its purpose is to expedite bullying reports.
7:185-E - *Memo to Parents/Guardians Regarding Teen Dating Violence*	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).
7:270-E1 - *School Medication Authorization Form*	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 injectors.
7:270-E2 - *School Medication Authorization Form - Medical Cannabis*	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 - *Preventing Staphylococcal Infections for Schools*	This exhibit contains information for students and their parents/guardians and staff members concerning preventing staphylococcal infections in schools.
7:300-E1 - *Agreement to Participate*	This exhibit documents that a student athlete and his or her parent/guardian were informed about the risks inherent in sports and received IHSA's: (1) information about performance enhancing substances testing

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Form, Memo, or Letter	Explanation
	program, and (2) Concussion Information Sheet. It also asks the parent/guardian for emergency contacts.
7:300-E2 - C*ertificate of Physical Fitness for Participation in Athletics*	This certificate provides documentation that the parent/guardian believes that his or her student athlete is in good health and capable of participating in the sport or activity. The parent/guardian also provides a short medical history and current medications for the student athlete.
7:300-E3 - *Authorization for Medical Treatment*	Parents/guardians sign this form to authorize medical treatment of their child who is a student athlete.
8:30-E1 - *Letter to Parent Regarding Visits to School by Child Sex Offenders*	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 - *Child Sex Offender's Request for Permission to Visit School Property*	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.

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