

Dupo CUSD #196

RISK MANAGEMENT PLAN

Update 10/28/2025

DUPO COMMUNITY UNIT SCHOOL DISTRICT No. 196

RISK MANAGEMENT PLAN

1. INTRODUCTION

a. Policy:

The Board of Education of Dupo Community Unit School District No. 196 recognizes its role of stewardship over the assets of the District, both human and financial. It interprets its responsibility in this area as requiring the highest possible concern for the safety of its students and employees, and the public. The District shall therefore have in operation a comprehensive Risk Management Program designed to protect the District against liability or loss which may be imposed upon it or one of its employees for a tortious act, and to identify risk management educational, inspectional, and supervisory expenses directly attributable or relating to loss prevention and loss reduction.

The District recognizes its ability to budget for and thereby retain limited and predictable exposures to loss. It shall not be the District's practice to attempt to insure such foreseeable and bearable exposures, if alternative can be achieved with due regard to sound risk management practices. Only when it is deemed that the District cannot eliminate or economically retain an exposure to loss shall it be transferred by purchase of insurance. Moreover, even if insurance is purchased the District shall continue to perform sound risk management practices pursuant to this policy in order to minimize liability or loss and to reduce insurance premiums.

2. PURPOSE:

It is of the utmost importance for the District: (1) to ensure that statutory and common law, health and safety rights are extended to visitors, employees and students; (2) to make certain that the district's buildings and grounds are maintained in a safe condition; and (3) to provide careful supervision and protection of all the district's real and personal property, including vehicles.

Risk Management is a management tool to assess and mitigate events that might adversely impact the District. This Risk Management Program presents the process for implementing proactive risk management as part of the overall management of the District. This Program describes the framework for identify, analyzing, prioritizing, and tracking loss exposures. It assigns specific responsibilities for the management of risk and prescribes the processes to be followed.

3. LEGAL AUTHORITY

The Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) authorizes a school district to levy a tax which, when collected, will pay the cost of risk management (Section 9-107). In addition, this Section allows funds raised pursuant to its provisions to be used to pay the cost of insurance, including all operating and administrative costs

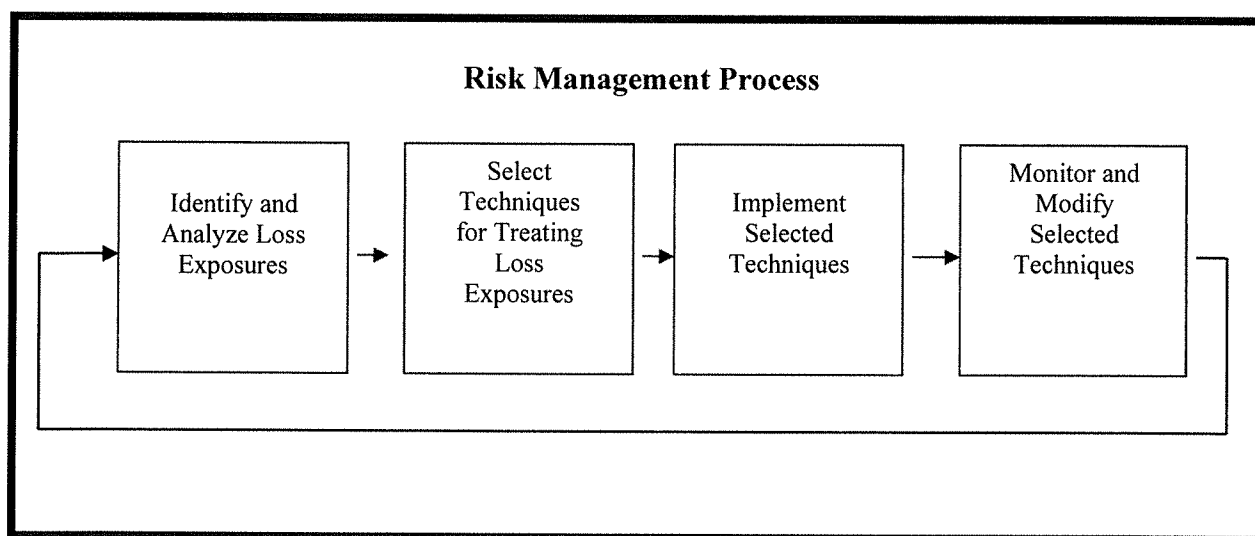
and expenses directly associated therewith, claim services and risk management directly attributable to loss previous and loss reduction, educational, inspection, and supervisory services directly relation to loss prevention and loss reduction, to purchase claim services, to pay for judgments or settlements, or to otherwise pay the cost of risk management plans. The Illinois Appellate Court for the Second District has affirmed a school district’s authority for such levy and to pay such expenses in *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 856 N.E.2d 361 (2nd Dist. 2007)

4. PROGRAM SUMMARY

This Risk Management Program identifies and establishes an effective risk management process that uses the District’s physical and human resources to effectuate the policy and achieve the purposes set forth herein. The steps in risk management are to: (1) identify and analyze loss exposures; (2) select techniques for treating loss exposures; (3) implement the selected techniques; and (4) monitor and modify the selected techniques. This Plan is implemented for all District employees. See *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*

Although this policy has been adopted at the Board of Education’s regularly scheduled meeting in September, 2024, the policy, purpose, and framework described herein have been and were implemented prior to these amendments. District employees have already been performing risk management tasks pursuant to the policies herein as well as District policies and procedures. This Risk Management Plan is intended to supplement, clarify, and amend the District’s previous policies, practices and procedures. The general, overall responsibility for the development and maintenance of the District’s Risk Management Program rests with the Superintendent of the District.

The District’s Risk Management Process incorporates all four steps as depicted in the figure below.



a. Identify and Analyze Loss Exposures

The first step in the Risk Management Process is to identify and analyze loss exposures. These steps include: (1) identifying persons and property that are exposed to loss and the perils that can cause the loss; and (2) measuring the potential frequency and severity of the loss exposures. Identification should be both a systematic and a continuing process to review all property, activities, and personnel to determine what loss exposures are faced by the district. Measurement should review the number of accidents that are likely to occur, how severe the dollar losses are likely to be, and the variation in the potential losses in order to prioritize the exposures according to their importance.

b. Select Techniques for Treating Loss Exposures

After the loss exposures have been identified and analyzed, the second step is to develop techniques to manage those exposures that are significant by analyzing various techniques and selecting those best fitted for each exposure. There are essentially four risk-handling techniques:

- (1) Loss Exposure Avoidance: which eliminates the sources of loss exposures and replaces them with lower risk solutions;
- (2) Loss Transfer: which is the reallocation of the exposure to others, such as the purchase of insurance;
- (3) Loss Control: which manages the loss in a manner that reduces the likelihood of its occurrence and/or minimizes the effect on the District; and
- (4) Loss Exposure Assumption: which is the acknowledgement of the existence of a particular loss exposure and a conscious decision to accept the associated level of loss exposure with or without engaging any special efforts to control it.

In determining the “best” overall technique(s) for treating loss exposures, all potentially applicable techniques should be identified and evaluated, using the following criteria:

- Feasibility of the technique;
- Expected effectiveness of the technique;
- Cost implications of the technique; and
- Effect on the District’s performance.

c. Implement Selected Techniques

The selected techniques must be implemented using the District’s physical and human resources. The District must determine how to implement the selected techniques, identifying what person(s) will implement and monitor the techniques, and communicating that information to the appropriate personnel. The implementation may include educating the person(s) identified, and then supervising and inspecting the implementation of the technique to ensure that proper implementation and desired result.

d. Monitor and Modify the Selected Techniques

Finally, the implementation and techniques must be monitored to determine whether they must be modified. This step is accomplished through the supervision and inspection of the implementation

of the technique, which will reveal if the technique is successfully addressing the loss exposures identified in step one. All employees, not only District administration, must report on the effectiveness of the techniques. If a technique is not working and a correction is warranted, the first three steps in the risk management process should be repeated.

5. ALLOCATION OF COMPENSATION

Tort levy funds may be allocated to partially fund wages and salaries for personnel who engage in risk management duties and responsibilities. For purposes of properly levying for the expenses of this Risk Management Plan pursuant to the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007), it is necessary to determine what portion of each District employee's compensation is attributed to his/her responsibilities under this Risk Management Plan. The Superintendent should therefore perform a simple time allocation study to determine the portion of each District employee's item spent on this Plan. The Superintendent shall report to the Board the allocations determined for purposes of allocating a particular portion of an employee's compensation to the Tort Immunity Levy. Performing ordinary duties with due care shall not be allocated and chargeable to the Tort Immunity levy. The Second District Appellate decision affirmed that districts may allocate a portion of employees' salaries directly related to risk management responsibilities to its tort levy if the proper Risk Management Plan is in place.

The Board may adopt the Tort Immunity levy based on the Superintendent's report and in accordance with the Illinois Local Government and Governmental Employees Tort Immunity Act (745 ILCS 10/9-101 et seq.) and *In re Objections to Tax Levies of Freeport School Dist. No. 145 et al.*, 372 Ill. App.3d 562, 865 N.E.2d 361 (2nd Dist. 2007). Notwithstanding the foregoing, it is the policy of the District that all non-compensation related expenditures shall be paid first out of taxes collected pursuant to the Tort Immunity levy, and that the compensation allocated for risk management purposes shall only be paid from taxes remaining are such non-compensation expenditures.

6. OVERALL RESPONSIBILITY FOR THE RISK MANGMENT PLAN.

The overall responsibility for the development and maintenance of the district's Risk Management Program rests with the Superintendent of the district. The Superintendent shall be responsible for the development of the program, identifying the various components of the program, and delegating responsibilities for these components to the appropriate personnel. It is expected that the Superintendent will continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. The Superintendent or their designee will be responsible for monitoring all staff evaluations to assure that risk care responsibilities are being evaluated. It is expected that, because of delegating of responsibilities, the Superintendent would spend no more than fifteen percent (15%) of his/her time toward the fulfillment of this task. It will also be the Superintendent's responsibility to provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which arise from incidents at all school functions and activities. Five percent (5%) of his/her time will be spent fulfilling this obligation.

Although the Superintendent is responsible for the overall development, administration, and maintenance of the Risk Management Plan, it is vital to the success of the Plan that All District employees thoroughly implement and integrate risk management into their positions. All employees should understand his/her role in preventing and controlling potential losses.

7. INSURANCE/LOSS MITIGATION COMPONENT.

A primary component of the Risk Management Program is the provision of an insurance/compensation program that will provide protection to the District against financial loss in the event of an occurrence from which the District could incur legal liability. Portions of this component shall include, but not be limited to:

- a. Premiums for the various necessary insurances, including liability insurance, building and fleet insurance, workers' compensation, unemployment compensation, personnel bonds, etc.
- b. Payment of judgments or settlements arising against the District.
- c. Payment of Legal fees connected with protecting or defending the District against liability, including unfair labor practice charges and employee collective bargaining.
- d. Pay for architectural, engineering, and consulting services connected with protection the District against liability involving Life/Safety issues, ADA issues, asbestos issues, and environmental issues.
- e. Allowance for the time expended by assigned District personnel in supervisory services concerning the above-delineated assignment.
- f. **Reconditioning of helmets and shoulder pads for the football team.**

The District superintendent is assigned the responsibility for the administration of this component of the Risk Management Plan. He/she shall serve as the District liaison to the claim and adjustment services, insurance companies and the District's legal counsel. He/she shall be responsible for ensuring that any significant contracts the District enters into include appropriate protections for the District through insurance and/or indemnity provisions. In addition, he/she shall be responsible for all communications concerning claims against, or on behalf of, the District. These duties are expected to comprise 10% of the Superintendent's time.

8. EXPOSURE/RISK REDUCITON COMPONENT.

The Risk Management Program, in relation to the health and safety of District students and personnel is the responsibility of the Superintendent and Building Principals. The degree of this responsibility (time invested) varies in accordance to each person's assigned supervisory activities. The Risk Management Plan includes those services and activities designed to reduce or prevent exposure to legal liability on the part of the district. They shall provide for the protection of students, District employees and the public, and avoidance of situations from which tort liability may arise, including, but not limited to:

- a. Incidents in parking lots and on campus.

- b. Incidents in the lunchroom.
- c. Incidents occurring during school athletic activities and other school sponsored events.
- d. Incidents occurring during physical education classes.
- e. Incidents occurring during industrial education and/or vocational education classes.
- f. Incidents occurring during classroom and/or laboratory experiments.
- g. Incidents occurring in connection with the transportation of students, including the process of students boarding, riding, and departing the school bus.
- h. Incidents in connection with safety of students from school-related traffic hazards and exposure to risk.
- i. Incidents due to acts of fellow students committed both in the classroom and outside the classroom.

9. ELEMENTS OF RISK MANGMENT PLAN

Elements of this risk management component shall include, but not be limited to:

- a. Training on loss avoidance for District personnel, including, but not limited to, the following:
 - 1. Training on safe work procedures
 - 2. Training on emergency procedures for students and employee protection (incl. fire, tornado, winter storm, intrude situation)
 - 3. Training on health risks to staff and students.
 - 4. Training to staff re-ensuring students well-being (e.g., internet safety training, anti-bullying training)
- b. Inspection services for the purpose of reducing the District's exposure to risk of loss, including, but not limited to, the following:
 - 1. Inspection of the Districts Buildings, grounds and equipment to identify and provide recommendations for correction of hazards to health, life, and safety of employees, students and/or visitors.
 - 2. Inspection of District vehicles for compliance with safety regulations.
 - 3. Criminal background checks for prospective District personnel.

10. TIME ALLOWANCE FOR RISK MANAGEMENT PLAN

Allowance for the time expended by assigned District personnel in performing the above-delineated plan elements, and the supervision thereof, shall include the following:

- a. **District Superintendent** is assigned the responsibility for the overall supervision and administration of this component of the Risk Management Plan. The Superintendent shall be responsible for the development of the program, identifying the various components of the program, and delegating responsibilities for these components to the appropriate personnel. It is expected that the Superintendent will continually evaluate the effectiveness of the program and be apprised of needed revisions, additions or deletions to the components and assigned responsibilities. The Superintendent or their designee will be responsible for monitoring all staff evaluations to assure that risk care responsibilities are being evaluated. It is

expected that, because of delegating of responsibilities, the Superintendent would spend no more than fifteen percent (25%) of his/her time toward the fulfillment of this task. It will also be the Superintendent's responsibility to provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which arise from incidents at all school functions and activities. Five percent (5%) of his/her time will be spent fulfilling this obligation.

- a. **Building Principals/Directors** are assigned the responsibility to: ensure that employees within their schools observe proper safety procedures when supervising District property and District activities, to maintain daily supervision of their buildings, to identify and require correction of any unsafe conditions and practices, to report all potential hazards, to evaluate the effectiveness of building safety procedures and practices, including the correction of any unsafe or hazardous condition, and to implement the elements of the Risk Management Plan. Building Principals will make suggestions to the Superintendent regarding enhancements to the Risk Management Plan. Building Principals/Directors and/or employees they supervise will provide for the protection of students and personnel freedom from exposure to tort-producing situations, including but not limited to the identified situations above. Building Principals/Directors will attend risk management training as scheduled by the District. The building Principals/Directors will devote 20 % of their time to these Risk/Tort situation and tasks.
- b. **Playground/Lunchroom Monitors** are expected to inspect the area and/or equipment in their respective areas of responsibility for hazards to students that would produce risk or tort possibilities, and to immediately report any hazards to school administration. Monitors will address any hazardous conditions according to school administration direction and shall assess the effectiveness of such actions. Monitors shall ensure that students are able to eat, interact, and be transported in a safe and secure environment by minimizing student misconduct that may create unsafe conditions and reduce student misconduct to avoid injury and reduce liability exposure. The Playground/Lunchroom Monitors will devote 100 % of their time to these Risk/Tort situations and tasks.
- c. **School Nurse:** has as a primary job responsibility the reduction or risks to health and safety of students and employees. This position is directly involved with the District's compliance with State and Federal Health Regulations. He/she is responsible for ensuring that the students have been physically examined as required by law and regulations. The School Nurse has the additional risk management responsibility of identifying student/personnel exposure to disease and other health and safety problems, determining the necessary steps to reduce or eliminate this exposure, and reducing student/personnel exposure to communicable disease and other health and safety problems through staff education. In addition, he/she is also responsible for the protection of students with specified health problems and health needs. He/she will evaluate and assess the effectiveness of the

District's health and safety measures. The School Nurse will devote 75 % of his/her time to these Risk/Tort situation and tasks.

- d. **Head of Food Services and Food Service Staff** are primarily responsible to prepare wholesome meals for students and employees in accordance with the health and safety standards required by state and federal law and regulations. The entire cafeteria staff is required to perform their duties in accordance with the rules, regulations and laws that will ensure a health and safe environment for the District's students, employees and themselves. In fulfilling their job responsibilities, the director of food services, the head cooks, and the cooks devote 15 % of their time in meeting the objectives of the Risk Management Program.
- e. **Director of Athletics/Activities** is expected to inspect all athletic areas including those areas unique hazards to ensure that all student athletes are protected from und exposure to risk situations. He/she is responsible for checking all athletic equipment for hazardous conditions and exposure to risk and will immediately report any hazards to school administration. The Athletic Director will devote 10% of their time to these Risk/Tort situations and task
- f. **Teachers and Coaches** are expected to inspect their classrooms/sport field and classroom/sport equipment for hazardous conditions and exposure to risk, and to immediately report any hazards to school administration. Teachers/Coaches will address any hazardous conditions according to school administration direction and shall assess the effectiveness of such actions. Teacher of some subjects, such as Physical Education and Science, may be required to inspect for hazards unique to those instructional areas and ensure that all are protected from undue exposure to risk situations. All teachers will devote up to 10% of their time to these Risk/Tort situations and task. Furthermore, it is expected that Athletic Coaches and Physical Education teachers will expend 10% of their time devoted to these Risk/Tort situations tasks, and Science teachers will expend 10% of their time devoted to these Risk/Tort situations tasks.
- g. **The Security/Residency/Truancy Officer** will focus on protecting students and staff members within he schools grounds. He/she will respond to emergency situations as they arise and enforce campus rules and regulations. The resource officer will be responsible for safeguarding the school rounds from suspicious people and activity. He/She will patrol and supervise the school campuses. He/she is also responsible for working as the Residency Officer and Truancy officer to focus on decreasing the percentage of chronic truants. The portion of time devoted to these activities should be no less than seventy five percent 75%.
- h. **The School Resource Officer** will focus on protecting students and staff members within the school grounds. He/She will respond to emergency situations as they arise and will assist the administration with investigations related to violations of community laws on school district property. The School resource officer will be responsible for safeguarding the school grounds from suspicious people and

activity. He/She will patrol and supervise the school grounds. The portion of time devoted to these activities should be no less than 100%.

- i. **The Director of Buildings and Grounds** is responsible for the health, life, and safety of those within the school. The district's Risk Management Program in relation to the safe conditions of buildings and grounds, protection of the district's real and personal property shall be the responsibility of this individual. His/Her responsibilities and duties shall include, but not be limited to:

- 1. Development and identification of the various components and responsibilities concerning inspection of buildings, grounds, and equipment to provide protection to the local district, its employees and the public, daily inspection of buildings and grounds and operation of the district's building security system.

- 2. He/She is responsible for the district's compliance with state and federal laws regarding employee and student health and safety, asbestos, radon, lead, etc.

- 3. The supervision of all personnel performing maintenance duties within the Risk Management Program. It is expected that all night custodians would devote ten percent (10%) of their time in daily inspection of their respective areas of assignment to identify and correct risk/tort situations. It is expected that day custodians would devote ten percent (10%) of their time for inspections and correction of risk/tort situations.

- 4. The ordering, procuring, and bidding of supplies and outsourced services in such a manner that the District meets all requirements for freedom from tort liability situations, which would include meeting the requirements for toxic materials, etc.

It is expected that the Director of Buildings and Grounds will expend thirty percent (30%) of his time fulfilling the responsibilities of his position in the district's Risk Management/Tort Avoidance Program.

- j. **All other support staff** are expected to inspect district property and observe activities on District property for unsafe conditions which may lead to injury, to correct any unsafe practices and conditions, to report all other potential safety hazards to their supervisors, and to work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors, and other invitees. All support staff will attend regular safety training and risk management sessions as scheduled by the District. We expect support staff to spend no less than 4% of their time on these activities.

SUMMARY OF PERSONNEL TIME EXPENDITURES MANDATED BY THE RISK MANAGEMENT PROGRAM FOR DUPO CUSD #196

The salary and wages of the following District employees will be chargeable to the Tort Immunity Fund in the percentages indicated based on their job responsibilities in support of this Risk Management Plan:

Superintendent (30%)

- Develop and maintain Risk Management Program.
- Evaluate the effectiveness of the Risk Management Program.
- Monitor staff evaluations to assure that risk care responsibilities are being evaluated.
- Serve as the district liaison to insurance consulting services.
- Communicate claims concerns to insurance carriers.
- Provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which arise from incidents at all school functions and activities.

Building Principals/Directors (20%)

- Provide for the protection of students, personnel, and the general public and freedom from exposure to tort-producing situations which could arise from incidents in parking lots or on campus; incidents in lunchrooms, classrooms, hallways, incidents at all school-sponsored events; incidents occurring in connection with the transportation of students before boarding, boarding, and after leaving school-provided transportation; incidents in connection with safety of students from traffic hazards; and exposure to risk incidents due to acts of fellow students committed both inside and outside of classrooms.

Playground/Lunchroom Supervisor (100%)

- Inspection of assigned areas to identify and report hazardous situations and conditions.

Insurance Coverage (100%)

- Liability, building, fleet, workers' compensation, unemployment, bonds.

Cafeteria – Head Cooks (15%), Service Cooks (15%)

- Protection of students from health problems related to contaminated supplies or improperly stored, cooked, or handled food or milk.
- Protection of employees from harm due to improper use of mechanical devices.

Director of Buildings and Grounds (30%)

- Responsible for the safe conditions of building and grounds and for the protection of the district's real and personal property. This will include but is not limited to: inspecting buildings, grounds and equipment for safety and ensuring compliance with State and

Federal laws regarding employee and student health and safety. Schedule regular inspections and address problems reported by bus drivers.

- Ensure employees are properly trained on storage, handling and use of hazardous materials.

Day Custodians (10%) and Night Custodians (10%)

- Inspection of areas to prevent liability.

Nurse (75%)

- Ensure district's compliance with state and federal health regulations and conducting records inspections and staff and student training to limit/avoid tort situations arising from the health and safety risks of students and personnel.

Athletic Coaches (10%) of applicable stipends

- Inspect, identify, and act to remove undue exposure to risk situations arising from athletic activities.

Athletic Director (10%) of stipend

Teachers of Science, P/E (10%) and All Other Teachers (Up to 10%)

- Inspect, identify and act to remove undue exposure to risk situations.

Security/Residency/Truancy Officer (75%)

- Protecting students and staff members within the school grounds
- Responding to emergency situations
- Enforcing campus rules and regulations
- Safeguarding the school grounds from suspicious people and activity
- Patrol and supervise the school campus

School Resource Officer (100%)

- Protecting students and staff members within the school grounds
- Safeguarding the school grounds from suspicious people and activity.
- Responding to emergency situations
- Consults with District administration to maintain a safe environment for students and staff.
- Assist the administration with investigations related to violations of community laws on school district property.

Other Support Staff 4%

- Will inspect district property and observe activities on District property for unsafe conditions which may lead to injury, to correct any unsafe practices and conditions, to

report all other potential safety hazards to their supervisors, and to work with supervisors to develop and maintain a program of safe conditions and practices for the welfare of the students, faculty, employees, volunteers, visitors, and other invitees. All support staff will attend regular safety training and risk management sessions as scheduled by the district.