

Operational Services

Exhibit - School Staff AED Notification Letter

On District letterhead

Date:

To: Staff members

Re: Notification to School Staff of the Physical Fitness Facility Medical Emergency Response Instructions and AED Availability

We would like to notify you about our plan for responding to medical emergencies that might occur in our physical fitness facilities. This plan includes access to an Automated External Defibrillator (AED) in the following locations in these facilities:

Facility	Location
_____	_____
_____	_____
_____	_____

The AEDs are strategically placed and readily accessible to predetermined AED users to maximize rapid use. The AED is available during school hours and after school during any activity or program organized by the school and supervised by a school employee. The predetermined AED users are school nurses and any other person who has received AED training (American Heart Association, American Red Cross, or equivalent training) and has a completion card on file with the Superintendent. Any anticipated rescuers or users should now also be trained and certified.

The following information is posted with each AED:

1. Instructions to immediately call ~~9-1-1~~ 911 and instructions for emergency care.
2. Instructions for using an AED.

Please contact me if you would like information on becoming a trained AED user. If you anticipate that your duties make you more likely to use an AED, you should become trained and certified. It is important to note that the Physical Fitness Facility Medical Emergency Preparedness Act and the Local Governmental and Governmental Employees Tort Immunity Act protect staff members from liability. We appreciate your support.

Sincerely,

Superintendent

Attachments: Step-by-Step Emergency Response Plan (bottom of page 4 of 4:170-AP6, *Plan for Responding to a Medical Emergency at a Physical Fitness Facility with an AED*)

3. A payment bond on the part of the contractor for 100 percent of the contract price. A *payment bond* is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

Contract Provisions 24

The District's contracts shall contain the applicable provisions described in Appendix II to 2 C.F.R. Part 200, *Contract Provisions for non-Federal Entity Contracts Under Federal Awards*.

The footnotes should be removed before the material is used.

24 2 C.F.R. §200.326.

4:60-AP4

Page 7 of 7

**IASB POLICY REFERENCE MANUAL
TABLE OF CONTENTS
SECTION 5 - PERSONNEL**

General Personnel

5:10	Equal Employment Opportunity and Minority Recruitment
5:10-AP	Administrative Procedure - Workplace Accommodations for Nursing Mothers
5:20	Workplace Harassment Prohibited
5:20-AP	Administrative Resource - Sample Questions and Considerations for Conducting the Internal Harassment in the Workplace Investigation
5:20-E	Exhibit - Resolution to Prohibit Sexual Harassment
5:30	Hiring Process and Criteria
5:30-AP1	Administrative Procedure - Interview Questions
5:30-AP2	Administrative Procedure - Investigations
5:35	Compliance with the Fair Labor Standards Act
5:35-AP1	Administrative Procedure - Fair Labor Standards Act Exemptions
5:35-AP2	Administrative Procedure - Employee Records Required by the Fair Labor Standards Act
5:35-AP3	Administrative Procedure - Compensable Work Time for Non-Exempt Employees Under the FLSA
5:35-AP4	Administrative Procedure - Fair Labor Standards Act 12-Step Compliance Checklist
5:35-E	Exhibit - Volunteer Agreement Executed by a Non-Exempt Employee
5:40	Communicable and Chronic Infectious Disease
5:40-AP	Administrative Procedure - Communicable and Chronic Infectious Disease
5:50	Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition
5:60	Expenses
5:60-AP	<u>Administrative Procedure - Federal and State Grant Travel Expense Procedures</u>

5:60-E1	Exhibit - Employee Expense Reimbursement Form
5:60-E2	Exhibit - Employee Estimated Expense Approval Form
5:70	Religious Holidays
5:80	Court Duty
5:90	Abused and Neglected Child Reporting
5:90-AP	Administrative Procedure - Coordination with Children's Advocacy Center
5:100	Staff Development Program
5:100-AP	Administrative Procedure - Staff Development Program
5:110	Recognition for Service
5:120	Employee Ethics; Conduct; and Conflict of Interest
5:120-AP1	Administrative Procedure - Statement of Economic Interests for Employees
5:120-AP2	Administrative Procedure - Employee Conduct Standards
5:120-E	Exhibit - Code of Ethics for Illinois Educators
5:125	Personal Technology and Social Media; Usage and Conduct
5:125-E	Exhibit - Employee Receipt of Board Policy on Personal Technology and Social Media
5:130	Responsibilities Concerning Internal Information
5:130-AP	Administrative Procedure - Email Retention
5:140	Solicitations By or From Staff
5:150	Personnel Records
5:150-AP	Administrative Procedure - Personnel Records
5:160	OPEN
5:170	Copyright
5:170-AP1	Administrative Procedure - Copyright Compliance
5:170-AP2	Administrative Procedure - Seeking Permission to Copy or Use Copyrighted Works

5:170-AP3 Administrative Procedure - Instructional Materials and Computer Programs Developed Within the Scope of Employment

5:170-AP4 Administrative Procedure - Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process

5:170-E1 Exhibit - Request to Reprint or Adapt Material

5:180 Temporary Illness or Temporary Incapacity

5:185 Family and Medical Leave

5:185-AP Administrative Procedure - Resource Guide for Family and Medical Leave

Professional Personnel

5:190 Teacher Qualifications

5:190-E1 Exhibit - Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

5:190-E2 Exhibit - Notice to Parents When Their Child Is Assigned To or Has Been Taught for at Least Four Straight Weeks By a Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements

5:190-E3 Exhibit - Letter to Teacher Who Does Not Meet Applicable State Certification/Licensure Requirements for the Grade Level and Subject Area of Assignment

5:200 Terms and Conditions of Employment and Dismissal

5:210 Resignations

5:220 Substitute Teachers

5:220-AP Administrative Procedure - Substitute Teachers

5:220-E Exhibit - Unsatisfactory Performance Report for Substitute Teachers

5:230 Maintaining Student Discipline

5:240 Suspension

5:240-AP Administrative Procedure - Suspensions

5:250 Leaves of Absence

5:250-AP Administrative Procedure - School Visitation Leave

5:260 Student Teachers

Educational Support Personnel

- 5:270 Employment At-Will, Compensation, and Assignment
 - 5:270-E Exhibit - Notice of Employment
- 5:280 Duties and Qualifications
- 5:285 Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
 - 5:285-AP Administrative Procedure - Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers
- 5:290 Employment Termination and Suspensions
- 5:300 Schedules and Employment Year
- 5:310 Compensatory Time-Off
 - 5:310-E Exhibit - Agreement to Receive Compensatory Time-Off
- 5:320 Evaluation
- 5:330 Sick Days, Vacation, Holidays, and Leaves