

RISK MANAGEMENT POLICY
Palestine Community Unit School District #3
Palestine, Illinois

It is the purpose of the Palestine Community Unit School District #3 (District) Risk Management Plan to develop safety consciousness in all persons associated with the District in order to reduce or minimize the potential for loss in the school system. This plan is the District's effort to participate in a comprehensive program that will create a safe environment for all employees, students, and visitors.

Objectives

The following will be the risk care management objectives of the District's plan:

1. Maintain a tort immunity levy
2. Appoint a risk care manager
3. Purchase adequate insurance coverage to pay the majority of costs expected to be incurred in a liability loss
4. Designate legal counsel to represent the District in necessary legal matters
5. Conduct on-going activities to inspect the buildings and grounds for possible obstacles and hazards utilizing all District employees.

Tort Immunity Tax Levy

The Illinois Local Governmental and Governmental Employees Tort Immunity Act provides for a school district to levy a tax which when collected will pay the cost of risk care management. In addition, this section provides for funds raised pursuant to the section to be used:

...to pay the operating and administrative costs and expenses, including the costs of legal services and the wages and salaries of employees in connection with defending or otherwise protecting itself against any liability or loss described herein above and under federal or state common or statutory law, the Workers' Compensation Act, the Workers' Occupation Disease Act and the Unemployment Insurance Act, to purchase insurance, to purchase claim services, to pay for judgments or settlements, or to otherwise provide protection to the local public entity or its employees, or, pursuant to an intergovernmental contract, other local public entities to their employees.

Administration

It will be the policy of the District to involve its employees in a safety control program that will create a safe environment for employees, students, and visitors. The following shall be an integral part of the program:

1. The Superintendent shall be the risk care manager.
2. The District shall conduct periodic fire drills, bus drills, earthquake drills, and tornado drills in accordance with the rules and regulations as established in state law.

3. The Bookkeeper shall pay all insurance costs approved by the Board of Education and keep all insurance premiums current. This includes unemployment, workmen's compensation, liability insurance, etc.
4. The Superintendent shall review liability insurance coverage of the District and keep the Board of Education informed of the amount of coverage that is currently in force and the amount of the deductible that applies. Also periodically, he/she shall inspect the classrooms, grounds, buildings, lunchrooms, and kitchens, gym, and transportation systems.
5. The District shall maintain the tort immunity levy for payment of approved expenditures, including the risk care management plan.
6. All employees shall be instructed as to the unsafe/hazardous conditions that might exist in the buildings, grounds, lunchrooms, kitchens, etc. Any unsafe/hazardous condition that is detected will be reported to the administrative office.
7. The Board of Education shall keep a designated attorney available for consultation on legal matters of the District.
8. The percentage of salaries for employee groups charged to the Tort Immunity Fund will be in direct proportion of time logically devoted to Risk Management activities. Protecting the District against accidents, potential lawsuits for damages, attorney fees and other associated losses begins with District employees. The extent to which the implementation of the Risk Management Plan recommendations and activities will shelter the District from injuries to employees, students, and visitors is difficult to measure. The financial and personnel consequences of not having an adequate loss control program could place the District in an exposed and tenuous position. The following positions and percentages of time directed toward Risk Care Management responsibilities are as follows:

Superintendent	8%
Building Principal	12%
Bookkeeper	5%
Transportation Director	40%
Athletic Director	12%
Special Education Director *	75% (District's Cost)
Nurse/Nurses Aide	75%
Head Cook	10%
Physical Education Teachers	5%
Science Teachers	5%
Drivers' Education Instructor	10%
Vocational Teachers	10%
Athletic Coaches	10%
Special Education Teachers/Aides	10%
Custodians	10%

The cost of the Palestine Community Unit School District #3 Risk Care Management Plan shall be paid from the Tort Immunity Fund. It is the assumption of the Palestine Community Unit School District #3 Board of Education that the salary percentages shown above accurately represent the proportion of time of each of the employee groups spend in evaluating, recommending, and implementing safety related activities regarding the District's Risk Management expectations.

Because of the Risk Care Management's Plan dependence on the help and implementation of school employees, it is imperative that they become thoroughly familiar with their role in safety and loss control for the District. It is reasonable, therefore, to pay costs for educating District employees regarding the Plan from the Tort Immunity Fund.

Evaluation

The Risk Management Plan will be monitored continually for areas, which might need reevaluation, revision, or improvement. Annually, Building Administrators will ask their employees for their input to progress toward the goal of keeping their building safe, efficient, and accident free.

Job Descriptions Related to Risk Management

Superintendent - (8% of Salary)

- Insures that the District complies with asbestos regulations
- Insures that District equipment is safe and used in appropriately
- Supervises all employees including building administrators, teachers, custodians, secretaries, bus drivers, cooks, athletic staff, and all other special personnel
- Closes the school during inclement weather and calls for an early dismissal as needed to insure the safety of students and school personnel
- Responds to grievances and legal charges against the District and assists in the legal preparations necessary to defend the District against liability suits
- Maintains supervisory responsibility for any threatening or dangerous situations, which might arise
- Is alert for potential situations, which might create liability issues for the District
- Provides for maintenance of heating and air conditioning equipment and related components
- Provides for maintenance of electrical wiring and switches as needed
- Oversees the maintenance of equipment

- Is aware of, and responds to, situations in the buildings and on the grounds, which may threaten students and/or employees
- Handles discipline situations and communicates with parents in an effort to keep the climate of the District positive
- Makes rules and regulations to insure the safety and well-being of all persons in the District
- Provides for the replacement of interior and exterior glass or windows as needed to insure the safety of all personnel and students
- Instructs and supervises custodians in the safety procedures related to their job assignments

Building Principal – (12% of salary)

- Ensures that state guidelines regarding Emergency Drills are followed
- Supervises the maintenance of heating equipment, air conditioning equipment, and related components
- Insures that interior and exterior doors, locks, closers, and panic bars operate appropriately
- Supervises the maintenance of electrical wiring and switches as needed
- Oversees the maintenance of equipment
- Is aware of and responds to situations in the buildings and on the grounds, which may threaten students and/or employees
- Handles discipline situations and communicates with parents in an effort to keep the climate of the building positive
- Makes rules and regulations to insure the safety and well-being of all persons in the building
- Directs the supervision of students in the building during the regular school day and while at school-sponsored activities
- Oversees the replacement of interior and exterior glass or windows as needed to insure the safety of all personnel and students
- Supervises the maintenance and upkeep in a safe condition all playground equipment, boundary fences, emergency lights, and bleachers
- Supervises the removal of snow and ice from sidewalks and playground areas to protect against injury and liability
- Instructs and supervises custodians in the safety procedures related to their job assignments

Bookkeeper – (5% of salary)

- Pays all insurance costs as approved by the Board of Education
- Keeps all insurance premiums current
- Keeps accurate records of unemployment, workmen's compensation, liability insurance, etc
- Records all expenditures and deposits for the District

Transportation Director – (40% of Salary)

- Plans and oversees bus evacuation drills
- Supervises the upkeep, safety, and maintenance of all District vehicles
- Supervises the safe, efficient, and timely transportation of all students
- Oversees the planning of bus routes, prepares for extra-curricular trips, and provides all other school related transportation needs

Athletic Director – (12% of Salary)

- Schedules transportation necessary for safe travel to athletic events
- Instructs coaches on potential hazards and liabilities associated with their coaching assignments
- Ensures that sporting event areas are maintained in a safe condition
- Ensures that safe equipment is available for student athletes and provides for its proper repair and maintenance

Special Education Director – (75% of salary)

- Supervises the proper placement of special education students based upon their eligibility
- Recommends appropriate services for special education students
- Schedules all meetings related to special education students and their parents/guardians, appropriate staff, and other related service groups
- Is alert and cautious in all areas to avoid possible due process hearings and other legally related matters for the District
- Helps to insure that proper transportation is provided for special education students

District Nurse/Nurse Aide – (75% of salary)

- Reports to parents, appropriate school personnel, appropriate school administration, physicians, clinics, and other agencies on school medical matters
- Maintains appropriate cumulative health records on all students
- Assumes authority for the care of a student or staff member who has suffered injury or emergency illness
- Participates with school staff in developing and implementing total school health programs
- Prepares and submits reports for the Superintendent and the State Board of Health
- Recommends exclusion and re-admission of students in connection with infectious and contagious diseases
- Advises teachers on health matters, particularly regarding screening for student health defects
- Assists school personnel in establishing sanitary conditions in schools
- Assists in the case histories for exceptional children

- Advises on modification of programs to meet individual student health needs
- Assists students in establishing good health habits
- Conducts hearing and vision tests
- Confers with students and parents as needed

Head Cooks – (10% of salary)

- Oversees the production of healthful meals
- Ensures that equipment is kept in safe and sanitary working condition
- Places warning signs to notify and remind workers of the dangers associated with their work
- Instructs student workers to avoid dangers and supervises their work
- Provides frequent verbal reminders of possible dangers related to the use of specific kitchen equipment
- Supervises students as they pass through the lunch line
- Recommends rules, practices, and equipment to insure the safety of the workers and the students in the cafeteria

Physical Education Teacher – (5% of salary)

- Teaches safe use of equipment and safe practices for all physical activities
- Supervises students and enforces rules during all activities
- Notifies the building administrator of the need of equipment repair
- Is alert for possible situations, which may present danger to students

Science Teacher – (5% of salary)

- Labels hazardous materials
- Provides for safe storage of hazardous materials
- Establishes and administers rules for laboratory safety procedures
- Supervises students during lab experiments and on field trips

Driver's Education Teacher – (10% of salary)

- Informs the building administrator of any needs for and safety concerns of the driver's education leased vehicle
- Maintains an accurate knowledge of state law and regulations concerning driver's education
- Supervises students during behind the wheel drivers' training

Vocational Teachers – (10% of salary)

- Insures a safe working environment for students
- Supervises student work and reinforces safe work practices
- Is alert to potentially dangerous situations
- Teaches safety in the use of all classroom equipment
- Reports to the building administrator when any equipment is in need of repairs and/or maintenance

Athletic Coaches – (10% of Salary)

- Is responsible for ensuring that the playing field or court is maintained properly and is in a safe condition
- Is responsible for maintenance and repair of equipment
- Supervises students during athletic activities
- Is alert for any dangerous situations involving the student athletes

Special Education Teachers/Aides – (10% of salary)

- Assists in recommending services for special education students
- Helps to safeguard the District against possible due process hearings
- Delivers services to the student based upon the specified needs of the student
- Is alert to potentially dangerous situations involving students

Custodians – (10% of Salary)

- Keeps hallways and stairways free of hazards and obstructions
- Places warning signs in hazardous areas
- Keeps entrances to buildings free of ice and snow
- Reports situation of potential liability to the building administrator
- Is alert to potentially dangerous situations