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Cooperative Association for Special Education (CASE)

SECTION 1 - SPECIAL EDUCATION COOPERATIVE ORGANIZATION

Cooperative Association for Special Education (CASE)

1:10 Joint Agreement Legal Status

The Illinois Constitution requires the State to provide for an efficient system of high-quality public educational institutions and services in order to achieve the educational development of all persons to the limits of their capabilities.

The General Assembly has implemented this constitutional mandate through the creation of joint agreements of various types for the purpose of providing special education services to children with disabilities. The Cooperative Association for Special Education (C.A.S.E.) hereinafter referred to as "the Cooperative" or "C.A.S.E.", is governed by such mandates.

Special education programs and/or services shall be developed in accordance with *The Special Education Rules* as promulgated under the constitutional authority of the State of Illinois and the Office of the Illinois State Board of Education.

Consistent with 105 ILCS 5/10-22.31, the C.A.S.E. Board of Directors shall serve as the administrative and legal entity for the Special Education Cooperative.

The Board of Directors constitutes a body corporate that possesses all the usual powers of a corporation for public purposes, and in that name may sue and be sued, purchase, hold and sell personal property and real estate, and enter into such obligations as are authorized by law.

The C.A.S.E. Board of Directors shall determine an Administrative District to serve as the legal and fiscal agent for C.A.S.E. and its Board as provided in the "Articles of Joint Agreement".

LEGAL REF.:[Ill. Constitution](#), Art. X, Sec. 1.

105 ILCS 5/10-1 [et seq.](#)

23 Ill. Admin.Code Part 226.

CROSS REF.:2:10 (C.A.S.E. Governance), 2:20 (Powers and Duties of the Board)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

1:20 Cooperative Organization

The Cooperative is organized under the "Articles of Joint Agreement for Cooperative Association for Special Education."

LEGAL REF.:23 Ill Admin Code § 1.210

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

1:24 Membership

Members are DuPage County School Districts numbered 15, 16, 41, 44, 87, 89, and 93. New member school districts may be recommended for membership by a two-thirds vote of the Board of Directors and shall be subject to the approval of two-thirds of the member district boards of education. The conditions of membership shall be as specified in the "Joint Articles of Agreement for Cooperative Association for Special Education."

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

1:30 Mission Statement

It is the mission of C.A.S.E. to collaborate as educational advocates for children with special needs in order to provide appropriate and high quality educational programs and services.

CROSS REF:2:10 (C.A.S.E. Governance), 6:10 (Educational Philosophy and Objectives)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

SECTION 2 - BOARD OF DIRECTORS

Cooperative Association for Special Education (CASE)

2:10 C.A.S.E. Governance

C.A.S.E. is governed by a Board of Directors whose membership, responsibilities and authority shall be as described in the Articles of Joint Agreement.

Official action by the Board of Directors may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

Board members, as individuals, have no authority over Cooperative affairs, except as provided by law or as authorized by the Board.

LEGAL REF.:5 ILCS 120/1.02.

105 ILCS 5/10-1, 5/10-10, 5/10-12, 5/10-16.5, 5/10-16.7, and 5/10-20.5.

CROSS REF.:1:10 (Joint Agreement Legal Status)

ADOPTED:October 3, 2014

Cooperative Association for Special Education (CASE)

2:20 Powers and Duties of the Board

The Board of Directors shall have those powers and duties assigned to them in the "Articles of Joint Agreement for Cooperative Association for Special Education."

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

2:40 Board Member Qualifications

In order to serve on the Board of Directors an individual must be a Superintendent or designee of a Member District.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

2:100 Board Member Conflict of Interest

No Board member shall: (1) have a beneficial interest directly or indirectly in any contract, work, or business of the Cooperative unless permitted by State or federal law. Additionally, no Board member shall solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts with the Cooperative. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Board members must annually file a *Statement of Economic Interests* as required by the Illinois Governmental Ethics Act. Each member is responsible for filing the statement with the county clerk of the county in which the C.A.S.E. main office is located by May 1.

LEGAL REF.:5 ILCS 420/4A-101, 420/4A-105, 420/4A-106, and 420/4A-107.

50 ILCS 105/3.

105 ILCS 5/10-9.

2 C.F.R. §200.318(c)(1).

CROSS REF.:2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

ADOPTED:August 4, 2017

Cooperative Association for Special Education (CASE)

2:105 Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by C.A.S.E. employees and Board of Directors members:

1. No employee shall intentionally perform any "political activity" during any "compensated time," as those terms are defined herein.
2. No Board member or employee shall intentionally use any C.A.S.E. property or resources in connection with any political activity.
3. At no time shall any Board member or employee intentionally require any other Board member or employee to perform any political activity: (a) as part of that Board member's or employee's duties, (b) as a condition of employment, or (c) during any compensated time off, such as, holidays, vacation, or personal time off.
4. No Board member or employee shall be required at any time to participate in any political activity in consideration for that Board member or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise; nor shall any Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Board member or employee may engage in any activity that: (1) is otherwise appropriate as part of his or her official duties, or (2) is undertaken by the individual on a voluntary basis that is not prohibited by this policy.

Limitations on Receiving Gifts

Except as permitted by this policy, no Board member or employee, and no spouse of or immediate family member living with a Board member or employee shall intentionally solicit or accept any "gift" from any "prohibited source," as those terms are defined herein, or that is otherwise prohibited by law or policy. No prohibited source shall intentionally offer or make a gift that violates this policy.

The following are exceptions to the ban on accepting gifts from a prohibited source:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the Board member or employee, or his or her spouse or immediate family member, pays the fair market value.
3. Any: (a) contribution that is lawfully made under the Election Code, or (b) activities associated with a fundraising event in support of a political organization or candidate.
4. Educational materials and missions.
5. Travel expenses for a meeting to discuss business.
6. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
7. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (a) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (b) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (c) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other Board members or employees, or their spouses or immediate family members.
8. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are: (a) consumed on the premises from which they were purchased or prepared; or (b) catered. "Catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
9. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of a Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Board member or employee, and are customarily provided to others in similar circumstances.
10. Intra-governmental and inter-governmental gifts. "Intra-governmental gift" means any gift given to a Board member or employee from another Board member or employee, and "inter-governmental gift" means any gift given to a Board member or employee from an officer or employee of another governmental entity.
11. Bequests, inheritances, and other transfers at death.
12. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the listed exceptions is mutually exclusive and independent of every other.

A Board member or employee, his or her spouse or an immediate family member living with the Board member or employee, does not violate this policy if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501(c)(3) of the Internal Revenue Code.

Enforcement

The Board President and Executive Director shall seek guidance from the Board attorney concerning compliance with and enforcement of this policy and State ethics laws.

Written complaints alleging a violation of this policy shall be filed with the Executive Director or Board Chairman. If attempts to correct any misunderstanding or problem do not resolve the matter, the Executive Director or Board Chairman shall, after consulting with the Board attorney, either place the alleged violation on a Board meeting agenda for the Board's disposition or refer the complainant to Board policy 2:260, *Uniform Grievance Procedure*. A Board member who is related, either by blood or by marriage, up to the degree of first cousin, to the person who is the subject of the complaint, shall not participate in any decision-making capacity for the Board. If the Board finds it more likely than not that the allegations in a complaint are true, it shall notify the State's Attorney and/or consider disciplinary action for the employee.

Definitions

Unless otherwise stated, all terms used in this policy have the definitions given in the State Officials and Employees Ethics Act, 5 ILCS 430/1-5.

"Political activity" means:

1. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
2. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
4. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
5. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
6. Assisting at the polls on Election Day on behalf of any political organization or candidate for elective office or for or against any referendum question.
7. Soliciting votes on behalf of a candidate for elective office or a political organization or for or against any referendum question or helping in an effort to get voters to the polls.
8. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office or for or against any referendum question.
9. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
10. Preparing or reviewing responses to candidate questionnaires.
11. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
12. Campaigning for any elective office or for or against any referendum question.
13. Managing or working on a campaign for elective office or for or against any referendum question.
14. Serving as a delegate, alternate, or proxy to a political party convention.
15. Participating in any recount or challenge to the outcome of any election.

With respect to an employee whose hours are not fixed, "compensated time" includes any period of time when the employee is on premises under the control of the Cooperative and any other time when the employee is executing his or her official duties, regardless of location.

"Prohibited source" means any person or entity who:

1. Is seeking official action by: (a) a Board member, or (b) an employee, or by the Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Board member, or (b) an employee, or with the Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Board member, or (b) an employee or by the Board member or another employee directing that employee;
4. Has an interest that may be substantially affected by the performance or non-performance of the official duties of the Board member or employee;
5. Is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act, except that an entity does not become a prohibited source merely because a registered lobbyist is one of its members or serves on its board of directors; or
6. Is an agent of, a spouse of, or an immediate family member living with a prohibited source.

"Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of a Board member or employee.

LEGAL REF.:

5 ILCS 430/, State Officials and Employees Ethics Act.

10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.:2:100 (Board Member Conflict of Interest), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Conduct; and Conflict of Interest)

Adopted: 11/9/2018 11:26:46 AM

2:110 Term and Duties of Board Officers

The Board of Education officers are: Chairperson, Vice-Chairperson, and Secretary. These officers are elected during a June meeting and said officers shall assume office July 1, and shall serve for a period of one year.

Chairperson

The duties of the Chairperson are:

1. Preside at all meetings;
2. Represent the Board of Directors, but shall not act for the Board except when authorized to do so;

The Chairperson is permitted to participate in all Board meetings in a manner equal to all other Board members, including the ability to make and second motions.

The Vice-Chairperson fills a vacancy in the office of Chairperson.

Vice-Chairperson

The Vice-Chairperson performs the duties of the Chairperson if:

1. The office of Chairperson is vacant;
2. The Chairperson is absent; or
3. The Chairperson is unable to perform the office's duties.

Chairperson Pro Tem

In the absence of the Chairperson and Vice-Chairperson, a Chairperson Pro Tem shall be elected by the Board of Directors.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

2:125 Board Member Compensation; Expenses

Board Member Compensation Prohibited

Board of Directors members provide volunteer service to the community and may not receive compensation for services, except that a Board member serving as the Board Secretary may be paid an amount up to the statutory limit if the Board so provides.

Roll Call Vote

All Board member expense requests for travel, meals, and/or lodging must be approved by roll call vote at an open meeting of the Board.

Regulation of Cooperative Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses in the Cooperative by resolution. No later than approval of the annual budget and when necessary, the Executive Director will recommend a maximum allowable reimbursement amount for expenses to be included in the resolution. The recommended amount should be based upon the Cooperative's budget and other financial considerations.

Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the Board member, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event.

Exceeding the Maximum Allowable Reimbursement Amount(s)

All requests for expense advancements, reimbursements, and/or purchase orders that exceed the maximum allowable reimbursement amount set by the Board may only be approved by it when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Advancements

The Board may advance to its members actual and necessary expenses to be incurred while attending:

1. Meetings sponsored by the Illinois State Board of Education or by the Regional Executive Director of Schools;
2. County or regional meetings and the annual meeting sponsored by any school board association complying with Article 23 of the School Code; and
3. Meetings sponsored by a national organization in the field of public school education.

Expense advancement requests must be submitted to the Executive Director or designee on the Board's standardized estimated expense approval form. After spending expense advancements, Board members must use the Board's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. A Board member must return to the Cooperative any portion of an expense advancement not used. If an expense advancement is not requested, expense reimbursements may be issued by the Board to its members for the activities listed in numbers one through three, above, along with registration fees or tuition for a course(s) that allowed compliance with the mandatory trainings described in policy 2:120, *Board Member Development* and other professional development opportunities that are encouraged by the School Code (see the **Reimbursements and Purchase Orders** subhead, below). Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursement is not guaranteed and, when possible, Board members should seek pre-approval of expenses by providing an estimation of expenses on the Board's standardized estimated expense approval form, except in situations when the expense is diminutive. When pre-approval is not sought, Board members must seek reimbursement on the Board's standardized expense reimbursement form. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Standardized Expense Form(s) Required

All requests for expense advancement, reimbursement, and/or purchase orders in the Cooperative must be submitted on the appropriate itemized, signed standardized form(s). The form(s) must show the following information:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and office of the Board member who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement or reimbursement will be or was expended.
4. The nature of the official business conducted when the expense advancement or reimbursement will be or was expended.

Types of Official Business for Expense Advancements, Reimbursements, and Purchase Orders

1. Registration. When possible, registration fees will be paid by the Cooperative in advance.
2. Travel. The least expensive method of travel will be used, providing that no hardship will be caused to the Board member. Board members will be reimbursed for:
 - a. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
 - b. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
 - c. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
 - d. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
 - e. Taxis, airport limousines, or other local transportation costs.
3. Meals. Meals charged to the School Cooperative should represent mid-fare selections for the hotel/meeting facility or general area, consistent with the maximum allowable reimbursement amount set by the Board. Board members will be reimbursed for meal costs and tips up to \$40.00 per day consistent with the maximum allowable reimbursement amount(s) set by the Board. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.
4. Lodging. Board members should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Board members should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.
5. Miscellaneous Expenses. Board members may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.:105 ILCS 5/10-20 and 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.:2:100 (Board Member Conflict of Interest), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards), 5:60 (Expenses)

ADOPTED:December 2, 2016

2:125-E1 Exhibit - Board Member Expense Reimbursement Form

Submit to the Executive Director, who will include this request in the monthly list of bills presented to the Board. Please print and attach receipts for all expenditures. **Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.**

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 2:125-E2, Board Member Estimated Expense Approval Form.)

Actual Expense Report									
* Board members will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)									
Auto Travel Allowance: _____ per mile									
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other ItemCost	Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner		
Subtotal									
Advances									-
TOTAL (a negative amount indicates refund due from Board member)									\$

Submitting Board Member's Signature _____ Date _____

Executive Director Signature _____ Date _____

Board Action: Approved Denied

Approved in Part Exceeds Maximum Allowable Amount

DATED: December 2, 2016

2:125-E2 Exhibit - Board Member Estimated Expense Approval Form

Submit to the Executive Director, who will include this request in the monthly list of bills presented to the Board. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Estimated Expenses Approval Requested (50 ILCS 150/20)

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expense	Lodging	Meals			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Total										\$

Submitting Board Member's Signature _____ Date _____

Executive Director Signature _____ Date _____

Board Action: **Approved** **Denied**

Approved in Part **Exceeds Maximum Allowable Amount**

DATED: December 2, 2016

2:125-E3 Exhibit - Resolution to Regulate Expense Reimbursements

WHEREAS, Section 10-20 of the School Code (105 ILCS 5/10-20) grants school boards other powers that are not inconsistent with their duties;

WHEREAS, Section 10 of the Local Government Travel Expense Control Act (50 ILCS 150/, added by P.A. 99-604, eff. 1-1-17) provides that the School Board shall by resolution regulate the reimbursement of all travel, meal, and lodging expenses of officers and employees, including, but not limited to: (1) the types of official business for which travel, meal, and lodging expenses are allowed; (2) maximum allowable reimbursement for travel, meal, and lodging expenses; and (3) a standardized form for submission of travel, meal, and lodging expenses supported with minimum documentation;

WHEREAS, the Board regulates the types of expenses that are allowed in Board Policies 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*;

WHEREAS, based upon the Cooperative's budget and other financial considerations, the Executive Director has recommended to the Board a maximum allowable reimbursement amount of \$2,500.00 for Board members and Cooperative staff;

WHEREAS, the Board requires submission of appropriate standardized expense forms supported with required written minimum documentation (50 ILCS 150/10 and 20);

WHEREAS, submitted expenses that exceed the Board's maximum allowable reimbursement amount may be approved by a roll call vote at an open meeting of the Board when an emergency or other extraordinary circumstance exists (50 ILCS 150/10 and 15);

WHEREAS, all Board member expenses must be approved by a roll call vote at an open meeting of the Board (50 ILCS 150/15);

THEREFORE, BE IT RESOLVED, that the Board hereby:

1. Defines and sets the types of allowable expenses through Board policy 2:125, *Board Member Compensation; Expenses* and 5:60, *Expenses*.
2. Sets the maximum allowable reimbursement for travel, meal, and lodging expenses to an amount not to exceed \$2,500.00, effective on *January 1, 2017* until the Resolution is rescinded or replaced by the Board.
3. Supersedes its previously adopted *Resolution to Regulate Expense Reimbursements* as of the effective date in paragraph two above.
4. Requires use of Board exhibits 2:125-E1, *Board Member Expense Reimbursement Form*; 2:125-E2, *Board Member Estimated Expense Approval Form*; 5:60-E1, *Employee Expense Reimbursement Form*; and 5:60-E2, *Employee Estimated Expense Approval Form*.
5. May approve expenses that exceed the Board's maximum allowable reimbursement amount by a roll call vote at an open meeting when an emergency or other extraordinary circumstance exists.
6. Must approve its members' expenses by a roll call vote at an open meeting.

Attested by: _____, Board President

Attested by: _____, Board Secretary

DATED: January 1, 2017

Cooperative Association for Special Education (CASE)

2: 140 Communications To and From the Board

The Board of Directors welcomes communications from staff members, parents, students, and community members. Individuals may submit questions or communications for the Board's consideration to the Director or may use the electronic link to the Board's email address(es) that is posted on the Cooperative's website. In accordance with the Open Meetings Act and the Oath of Office taken by Board members, individual Board members will not (a) reply to an email on behalf of the entire Board, or (b) engage in the discussion of Cooperative business with a majority of a Board-quorum.

The Director or designee shall:

1. Ensure that the home page for the Cooperative's website contains an active electronic link to the email address(es) for the Board of Directors, and
2. Provide the Board of Directors, such as in the Board meeting packet, with all emails that are received and any feedback regarding them.

If contacted individually, Board members will refer the person to the appropriate level of authority, except in unusual situations. Board members' questions or communications to staff or about programs will be channeled through the Director's office. Board members will not take individual action that might compromise the Board or Cooperative. There is no expectation of privacy for any communication sent to the Board or its members, whether sent by letter, email, or other means.

Board Member Use of Electronic Communications

For purposes of this section, *electronic communications* includes, without limitation, electronic mail, electronic chat, instant messaging, texting, and any form of social networking. Electronic communications among a majority or more of a Board-quorum shall not be used for the purpose of discussing Cooperative business. Electronic communications among Board members shall be limited to: (1) disseminating information, and (2) messages not involving deliberation, debate, or decision-making. The following list contains examples of permissible electronic communications:

- Agenda item suggestions
- Reminders regarding meeting times, dates, and places
- Board meeting agendas or information concerning agenda items
- Individual emails to community members, subject to the other limitations in this policy

LEGAL REF.:5 ILCS 120/.

50 ILCS 205/20.

CROSS REF.:2:220 (Board of Directors Meeting Procedure), 3:30 (Chain of Command), 8:110 (Public Suggestions and Concerns)

ADOPTED:August 28, 2015

Cooperative Association for Special Education (CASE)

2: 140-E Exhibit - Guidance for Board Member Communications, Including Email Use

The Board of Directors is authorized to discuss Cooperative business only at a properly noticed Board meeting (Open Meetings Act, 5 ILCS 120/). Other than during a Board meeting, a majority or more of a Board-quorum may not engage in contemporaneous interactive communication, whether in person or electronically, to discuss Cooperative business. This *Guidance* should not be used as legal advice. Any questions or concerns regarding legal issues involving the Open Meetings Act, Freedom of Information Act, and/or record retention should be directed to the Board attorney.

Communications Between or Among Board Members and/or the Director Outside of a Properly Noticed Board Meeting

1. The Executive Director or designee is permitted to email information to Board members. For example, the Director may email Board meeting agendas and supporting information to Board members. When responding to a single Board member's request, the Director should copy all other Board members and include a *do not reply/forward* alert to the group, such as: "**BOARD MEMBER ALERT: This email is in response to a request. Do not reply or forward to the group but only to the sender.**"
2. Board members are permitted to discuss any matter except Cooperative business with each other, whether in person or by telephone or email, regardless of the number of members participating in the discussion. For example, they may discuss league sports, work, or current events.
3. Board members are permitted to provide information to each other, whether in person or by telephone or email, that is non-deliberative and non-substantive. Examples of this type of communication include scheduling meetings and confirming receipt of information.
4. A Board member is not permitted to discuss Cooperative business with more than one other Board member at a time, whether in person or by telephone or email. Stated another way, a Board member may discuss Cooperative business in person or by telephone or email with only one other Board member at a time. However, a Board member should not facilitate interactive communication by discussing Cooperative business in a series of visits with, or telephone calls or emails to, Board members individually.
5. A Board member should include a *do not reply/forward* alert when emailing a message concerning Cooperative business to more than one other Board member. The following is an example of such an alert: "**BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not reply to it or forward it to any other individual.**"
6. Board members should not forward email received from another Board member.

When Must the Electronic Communications Sent or Received by Individual Board Members Be Disclosed Pursuant to a Freedom of Information Act (FOIA) Request?

An electronic communication must be disclosed if it is a *public record* as defined by FOIA, unless a specific exemption applies. A public record is any recorded information "pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of any public body." 5 ILCS 140/2. Email sent or received by an individual Board member may be, depending on the content and circumstances, subject to disclosure as a *public record* (unless a FOIA exemption is applicable).

If a Board member uses a Cooperative-provided device or email address to discuss public business, the email is subject to disclosure under FOIA, barring an applicable exemption. If a Board member uses a private device and email address, the communication is subject to FOIA if it satisfies this test:

- (1) the communication pertains to the transaction of public business, and
- (2) the communication was: (1) prepared by a public body, (2) prepared for a public body, (3) used by a public body, (4) received by a public body, (5) possessed by a public body, and/or (6) controlled by a public body.

This test is from the appellate court decision in *City of Champaign v. Madigan*, 992 N.E.2d 629 (Ill.App.4th, 2013).

The following *examples* describe FOIA's treatment of electronic communications:

1. If an electronic communication does not pertain to public business, it is not a public record and is not subject to a FOIA request.
2. An electronic communication pertaining to public business that is:
 - a. Sent and/or received by an individual Board member using a personal electronic device and personal email address while he or she is at home or work **would not be a public record**. Individual Board members, alone, cannot conduct school Cooperative business. As stated earlier, emails among a majority or more of a Board-quorum violate the Open Meetings Act and, thus, are subject to disclosure during proceedings to enforce the Open Meetings Act.
 - b. Sent and/or received by an individual Board member on a Cooperative-issued device or Cooperative-issued email address **will be a public record** and subject to FOIA. The electronic communication is under the control of the Cooperative.
 - c. Received by an individual Board member on a personal electronic device and then forwarded by the Board member to a Cooperative-owned device or server **will be a public record** and subject to FOIA. The electronic communication is under the control of the Cooperative.
 - d. Received by an individual Board member using a personal electronic device and personal email address, and then forwarded by the Board member to enough members to constitute a majority or more of a Board-quorum **will be a public record** and subject to FOIA. The electronic communication is in the Cooperative's possession.
 - e. Either sent to or from a Board member's personal electronic device during a Board meeting **will be a public record** and subject to FOIA. The electronic communication is in the Cooperative's possession because Board members were functioning collectively as a public body.

The above list provides examples only. The Cooperative's Freedom of Information Officer and/or Board Attorney will help determine when a specific communication must be disclosed pursuant to a FOIA request.

When Must Electronic Communications Be Retained?

Email that qualifies under FOIA as a *public record* will need to be stored pursuant to the Local Records Act, only if it is evidence of the Cooperative's organization, function, policies, procedures, or activities or contains informational data appropriate for preservation (Local Records Act, 50 ILCS 205/). An example is any email from a Board officer concerning a decision made in his or her capacity as an officer. If a Board member uses his or her personal email, he or she must copy this type of email to the appropriate Cooperative office where it will be stored. If made available, Board members should use their email accounts provided by the Cooperative and the Cooperative will automatically store the official record messages. The Cooperative will delete these official record messages as provided in an applicable, approved **retention schedule**. Of course, email pertaining to public business that is sent or received by a Board Member using a Cooperative-issued device or email address will be subject to FOIA, even if the email does not need to be retained under the Local Records Act.

Important: Do not destroy any email concerning a topic concerning potential or pending litigation without obtaining the Board attorney's direction. In federal lawsuits, there is an automatic discovery of any and all potentially relevant information, including electronically-stored data, maintained in the ordinary course of the Cooperative's operations. Attorneys will generally notify their clients at the beginning of a legal proceeding not to destroy any electronic records that might be relevant. For more discussion of a litigation hold, see 2:250-AP2, *Protocols for Record Preservation and Development of Retention Schedules*. In addition, any person who knowingly with the intent to defraud any party destroys, removes, or conceals any public record commits a Class 4 felony. 50 ILCS 205/4, amended by P.A. 98-1063.

DATED: August 28, 2015

Cooperative Association for Special Education (CASE)

2:160 Board Attorney

The Board of Directors may enter into agreements for legal services with one or more attorneys or law firms to be the Board Attorney(s). The Board Attorney represents the Board in its capacity as the governing body for the Cooperative. The Board Attorney shall not represent another client if the representation involves a concurrent conflict of interest, unless permitted by the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court. The Board Attorney will provide services as described in the agreement for legal services. The Cooperative will only pay for legal services that are provided in accordance with the agreement for legal services or are otherwise authorized by this policy or a majority of the Board.

The Executive Director, Assistant Director, and Board Chairperson are authorized to confer with and/or seek the legal advice of the Board Attorney. The Board may authorize a specific member to confer with legal counsel on its behalf.

The Executive Director may authorize the Board Attorney to represent the Cooperative in any legal matter until the Board has an opportunity to consider the matter.

The Board retains the right to consult with or employ other attorneys and to terminate the service of any attorney.

LEGAL REF.:Rule 1.7 (Conflict of Interest: Current Clients) and Rule 1.13 (Organization as Client) of the Ill. Rules of Professional Conduct adopted by the Ill. Supreme Court.

CROSS REF.:4:60 (Purchases and Contracts)

ADOPTED:December 4, 2015

Cooperative Association for Special Education (CASE)

2:170 Procurement of Architectural, Engineering, and Land Surveying Services

The Board of Directors selects architects, engineers, and land surveyors to provide professional services to the Cooperative on the basis of demonstrated competence and qualifications, and in accordance with State law.

LEGAL REF.: *Shively v. Belleville Township High School District 201*, 769 N.E.2d 1062 (Ill.App.5, 2002), *appeal denied*.

40 U.S.C. §541.

50 ILCS 510/1 *et seq.*, Local Government Professional Services Selection Act.

105 ILCS 5/10-20.21.

ADOPTED: September 17, 2010

Cooperative Association for Special Education (CASE)

2:200 Types of Board Meetings

General

For all meetings of the Board of Directors, the Executive Director or designee shall satisfy all notice and posting requirements contained herein as well as in the Open Meetings Act. This shall include mailing meeting notifications to news media that have officially requested them and to others as approved by the Board. Unless otherwise specified, all meetings are held in the Administrative office. Board policy 2:220, *Board of Directors Meeting Procedure*, governs meeting quorum requirements.

The Executive Director is designated on behalf of the Board and each Board committee to receive the training on compliance with the Open Meetings Act that is required by Section 1.05(a) of that Act. The Executive Director may identify other employees to receive the training. In addition, each Board member must complete a course of training on the Open Meetings Act as required by Section 1.05(b) or (c) of that Act.

Regular Meetings

The Board announces the time and place for its regular meetings at the beginning of each fiscal year. The Executive Director shall prepare and make available the calendar of regular Board meetings. The regular meeting calendar may be changed with 10 days' notice in accordance with State law.

A meeting agenda shall be posted at the Cooperative's main office and the Board's meeting room, or other location where the meeting is to be held, at least 48 hours before the meeting.

Closed Meetings

The Board may meet in a closed meeting to consider the following subjects:

1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. However, a meeting to consider an increase in compensation to a specific employee of a public body that is subject to the Local Government Wage Increase Transparency Act may not be closed and shall be open to the public and posted and held in accordance with [the Open Meetings Act], 5 ILCS 120/2(c)(1), amended by P.A. 99-646.
2. Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 5 ILCS 120/2(c)(2).
3. The selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance. 5 ILCS 120/2(c)(3).
4. Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-judicative body, as defined in the Open Meetings Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning. 5 ILCS 120/2(c)(4).
5. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired. 5 ILCS 120/2(c)(5).
6. The setting of a price for sale or lease of property owned by the public body. 5 ILCS 120/2(c)(6).
7. The sale or purchase of securities, investments, or investment contracts. 5 ILCS 120/2(c)(7).
8. Security procedures, school building safety and security, and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property. 5 ILCS 120/2(c)(8), amended by P.A. 99-235, eff. 1-1-16.
9. Student disciplinary cases. 5 ILCS 120/2(c)(9).
10. The placement of individual students in special education programs and other matters relating to individual students. 5 ILCS 120/2(c)(10).
11. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting. 5 ILCS 120/2(c)(11).
12. The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member. 5 ILCS 120/2(c)(12).
13. Self-evaluation, practices and procedures or professional ethics, when meeting with a representative of a statewide association of which the public body is a member. 5 ILCS 120/2(c)(16).
14. Discussion of minutes of meetings lawfully closed under the Open Meetings Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. 5 ILCS 120/2(c)(21).
15. Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America. 5 ILCS 120/2(c)(29).

The Board may hold a closed meeting, or close a portion of a meeting, by a majority vote of a quorum, taken at an open meeting. The vote of each Board member present, and the reason for the closed meeting, will be publicly disclosed at the time of the meeting and clearly stated in the motion and the meeting minutes.

A single motion calling for a series of closed meetings may be adopted when such meetings will involve the same particular matters and are scheduled to be held within 3 months of the vote.

No final Board action will be taken at a closed meeting.

Reconvened or Rescheduled Meetings

A meeting may be rescheduled or reconvened. Public notice of a rescheduled or reconvened meeting shall be given in the same manner as that for a special meeting, except that no public notice is required when the original meeting is open to the public and: (1) is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda.

Special Meetings

Special meetings may be called by the Executive Director or by any two members of the Board by giving notice thereof, in writing, stating the time, place, and purpose of the meeting to remaining Board members by mail at least 48 hours before the meeting, or by personal service at least 24 hours before the meeting.

Public notice of a special meeting is given by posting a notice at the Cooperative's main office at least 48 hours before the meeting and by notifying the news media that have filed a written request for notice. A meeting agenda shall accompany the notice.

All matters discussed by the Board at any special meeting must be related to a subject on the meeting agenda.

Emergency Meetings

Public notice of emergency meetings shall be given as soon as practical, but in any event, before the meeting to news media that have filed a written request for notice.

Posting on the C.A.S.E. Website

In addition to the other notices specified in this policy, the Executive Director or designee shall post the following on the C.A.S.E website: (1) the annual schedule of regular meetings, which shall remain posted until the Board approves a new schedule of regular meetings; (2) a public notice of all Board meetings; and (3) the agenda for each meeting which shall remain posted until the meeting is concluded.

LEGAL REF.:5 ILCS 120/, Open Meeting Act.

5 ILCS 140/, Freedom of Information Act.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.:2:110 (Term, and Duties of Board Officers), 2:210 (Organizational Board of Directors Meetings), 2:220 (Board of Directors Meeting Procedure), 2:230 (Public Participation at Board of Directors Meetings and Petitions to the Board), 6:235 (Access to Electronic Networks)

ADOPTED:January 8, 2017

2:210 Organizational Board of Directors Meeting

The Board of Director's annual Organizational Meeting shall be the June meeting.

The order of business shall include:

1. Choose a temporary chairperson.
2. Elect the Chairperson.
3. Elect the Vice-Chairperson.
4. Appoint the Secretary.
5. Appoint the Recording Secretary.
6. Appoint the Administrative District.

Once the Chairperson is elected, the remainder of the meeting shall include, but not be limited to:

1. Naming of a newspaper in which to publish all Board information and/or legal notices.
2. Set meetings' calendar for the year.

CROSS REF.:2:110 (Term and Duties of Board Officers), 2:200 (Types of Board Meetings), 2:220 (Board of Directors Meeting Procedure), (2:230 Public Participation at Board of Directors Meetings and Petitions to the Board)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

2:220 Board of Directors Meeting Procedure

Agenda

The Executive Director is responsible for focusing the Board meeting agendas on appropriate content. The Executive Director shall prepare agendas in consultation with the Chairperson. The Chairperson shall designate a portion of the agenda as a consent agenda for those items that usually do not require discussion or explanation before Board action. Upon the request of any Board member, an item will be withdrawn from the consent agenda and placed on the regular agenda for independent consideration.

Each Board meeting agenda shall contain the general subject matter of any item that will be the subject of final action at the meeting. Any Board member may submit suggested agenda items to the Executive Director or Chairperson for his/her consideration. Discussion items may be added to the agenda at the beginning of a regular meeting. The Board will take final action only on items contained in the posted agenda; items not on the agenda may still be discussed.

The Executive Director shall provide a copy of the agenda, with adequate data and background information, to each Board member at least 48 hours before each meeting, except a meeting held in the event of an emergency. The meeting agenda shall be posted in accordance with Board policy 2:200, *Types of Board Meetings*.

The Chairperson shall determine the order of business at regular Board meetings. Upon consent of a majority of members present, the order of business at any meeting may be changed.

Voting Method

Unless otherwise provided by law, when a vote is taken upon any measure before the Board, with a quorum being present, a majority of the votes cast shall determine its outcome. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, is counted for the purposes of determining whether a quorum is present. A vote of "abstain" or "present," or a vote other than "yea" or "nay," or a failure to vote, however, is not counted in determining whether a measure has been passed by the Board, unless otherwise stated in law. The sequence for casting votes is rotated.

On all questions involving the expenditure of money and on all questions involving the closing of a meeting to the public, a roll call vote shall be taken and entered in the Board's minutes. An individual Board member may request that a roll call vote be taken on any other matter; the Chairperson or other presiding officer may approve or deny the request but a denial is subject to being overturned by a majority vote of the members present.

Minutes

The Board Secretary shall keep written minutes of all Board meetings (whether open or closed), which shall be signed by the Chairperson and the Secretary. The minutes include:

1. The meeting's date, time, and place;
2. Board members recorded as either present or absent;
3. A summary of the discussion on all matters proposed, deliberated, or decided, and a record of any votes taken;
4. On all matters requiring a roll call vote, a record of who voted "yea" and "nay";
5. If the meeting is adjourned to another date, the time and place of the adjourned meeting;
6. The vote of each member present when a vote is taken to hold a closed meeting or portion of a meeting, and the reason for the closed meeting with a citation to the specific exception contained in the Open Meetings Act authorizing the closed meeting;
7. A record of all motions, including individuals making and seconding motions;
8. Upon request by a Board member, a record of how he or she voted on a particular motion; and
9. The type of meeting, including any notices and, if a reconvened meeting, the original meeting's date.

The minutes shall be submitted to the Board for approval or modification at its next regularly scheduled open meeting. Minutes for open meetings must be approved within 30 days after the meeting or at the second subsequent regular meeting, whichever is later.

At least semi-annually in an open meeting, the Board: (1) reviews minutes from all closed meetings that are currently unavailable for public release, and (2) decides which, if any, no longer require confidential treatment and are available for public inspection. The Board may meet in a prior closed session to review the minutes from closed meetings that are currently unavailable for public release.

The Board's meeting minutes must be submitted to the Board Treasurer at such times as the Treasurer may require.

The official minutes are in the custody of the Board Secretary. Open meeting minutes are available for inspection during regular office hours within 10 days after the Board's approval; they may be inspected in the Cooperative's main office, in the presence of the Secretary, the Executive Director or designee, or any Board member.

Minutes from closed meetings are likewise available, but only if the Board has released them for public inspection, except that Board members may access closed session minutes not yet released for public inspection (1) in the Cooperative's administrative offices or their official storage location, and (2) in the presence of the Recording Secretary, the Director, or designated administrator, or any elected Board member. The minutes, whether reviewed by members of the public or the Board, shall not be removed from the Cooperative's administrative offices or their official storage location Executive Director except by vote of the Board or by court order.

Verbatim Record of Closed Meetings

The Executive Director, or the Board Secretary when the Executive Director is absent, shall audio record all closed meetings. If neither is present, the Chairperson or presiding officer shall assume this responsibility. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location. The Executive Director shall ensure that: (1) an audio recording device and all necessary accompanying items are available to the Board for every closed meeting, and (2) a secure location for storing closed meeting audio recordings is maintained close to the Board's regular meeting location.

After 18 months have passed since being made, the audio recording of a closed meeting is destroyed provided the Board approved: (1) its destruction, and (2) minutes of the particular closed meeting.

Individual Board members may access verbatim recordings in the presence of the Recording Secretary, the Director or designated administrator, or any elected Board member. Access to the verbatim recordings is available at the Cooperative's administrative offices or the verbatim recording's official storage location. Requests shall be made to the Director or Board President. While a Board member is listening to a verbatim recording, it shall not be re-recorded or removed from the Director's main office or official storage location, except by vote of the Board or by court order.

Before making such requests, Board members should consider whether such requests are germane to their responsibilities or service to Cooperative. In the interest of encouraging free and open expression by Board members during closed meetings, the recordings of closed meetings should not be used by Board members to confirm or dispute the accuracy of recollections.

Quorum and Participation by Audio or Video Means

A quorum of the Board must be physically present at all Board meetings. A majority of the full membership of the Board constitutes a quorum.

Provided a quorum is physically present, a Board member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) employment or Cooperative business, or (3) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the recording secretary or Executive Director at least 24 hours before the meeting unless advance notice is impractical. The recording secretary or Executive Director will inform the Chairperson and make appropriate arrangements. A Board member who attends a meeting by audio or video means, as provided in this policy, may participate in all aspects of the Board meeting including voting on any item.

Rules of Order

Unless State law or Board-adopted rules apply, the Chairperson, as the presiding officer, will use Robert's Rules of Order, Newly Revised (10th Edition), as a guide when a question arises concerning procedure.

Broadcasting and Recording Board Meetings

Any person may record or broadcast an open Board meeting. Special requests to facilitate recording or broadcasting an open Board meeting, such as seating, writing surfaces, lighting, and access to electrical power, should be directed to the Executive Director at least 24 hours before the meeting.

Recording meetings shall not distract or disturb Board members, other meeting participants, or members of the public. The Board Chairperson may designate a location for recording equipment, may restrict the movements of individuals who are using recording equipment, or may take such other steps as are deemed necessary to preserve decorum and facilitate the meeting.

LEGAL REF.:5 ILCS 120/2a, 120/2.02, 120/2.05, and 120/2.06.

105 ILCS 5/10-6, 5/10-7, 5/10-12, and 5/10-16.

CROSS REF.:2:200 (Types of Board Meetings), 2:210 (Organizational Board of Directors Meeting), 2:230 (Public Participation at Board of Directors Meetings and Petitions to the Board)

ADOPTED:January 8, 2017

2:230 Public Participation at Board of Directors Meetings and Petitions to the Board

At each regular and special open meeting, members of the public and Cooperative employees may comment to or ask questions of the Board, subject to reasonable constraints.

The individuals appearing before the Board are expected to follow these guidelines:

1. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairperson.
2. Identify oneself and be brief. Ordinarily, comments shall be limited to 3 minutes. In unusual circumstances, and when an individual has made a request in advance to speak for a longer period of time, the individual may be allowed to speak for more than 3 minutes.
3. Observe the Chairperson's decision to shorten public comment to conserve time and give the maximum number of individuals an opportunity to speak.
4. Observe the Chairperson's decision to determine procedural matters regarding public participation not otherwise covered in Board policy..
5. Conduct oneself with respect and civility toward others and otherwise abide by Board policy, 8:30, *Visitors to and Conduct on School Property*.

Petitions or written correspondence to the Board shall be presented to the Board at the next regularly scheduled Board meeting.

LEGAL REF.:5 ILCS 120/2.06.

105 ILCS 5/10-6 and 5/10-16.

CROSS REF.:2:220 (Board of Directors Meeting Procedure), 8:10 (Cooperative-Community Relations Goals), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:October 3, 2014

Cooperative Association for Special Education (CASE)

2:240 Board Policy Development

The Board of Directors governs using written policies. Written policies ensure legal compliance, establish Board processes, articulate Cooperative ends, delegate authority, and define operating limits. Board policies also provide the basis for monitoring progress toward Cooperative ends.

Policy Development

Anyone may propose new policies, changes to existing policies, or deletion of existing policies. Staff suggestions should be processed through the Executive Director. Suggestions from all others should be made to the Chairperson or the Executive Director.

The Executive Director is responsible for: (1) providing relevant policy information and data to the Board, (2) notifying those who will implement or be affected by or required to implement a proposed policy and obtaining their advice and suggestions, and (3) having policy recommendations drafted into written form for Board deliberation. The Executive Director shall seek the counsel of the Board Attorney when appropriate.

Policy Adoption and Dissemination

Policies or policy revisions will not be adopted at the Board meeting at which they are first introduced, except when: (1) appropriate for a consent agenda because no Board discussion is required, or (2) necessary or prudent in order to meet emergency or special conditions or to be legally compliant. Further Board consideration will be given at a subsequent meeting(s) and after opportunity for community input. The adoption of a policy will serve to supersede all previously adopted policies on the same topic.

The Administrative District, through its Board of Education, shall ratify the policies reviewed and approved by the Board of Directors.

The Board policies are available for public inspection in the District's main office during regular office hours. Copy requests should be made pursuant to Board policy 2:250, *Access to Cooperative Public Records*.

Board Policy Review and Monitoring

The Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required.

Executive Director Implementation

The Board will support any reasonable interpretation of Board policy made by the Executive Director. If reasonable minds differ, the Board will review the applicable policy and consider the need for further clarification.

In the absence of Board policy, the Executive Director is authorized to take appropriate action.

Suspension of Policies

The Board, by a majority vote of members present at any meeting, may temporarily suspend a Board policy except those provisions that are controlled by law or contract. The failure to suspend with a specific motion does not invalidate any Board action.

LEGAL REF.:105 ILCS 5/10-20.5.

CROSS REF.:2:250 (Access to Cooperative Public Records), 3:40 (Executive Director)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

2:250 Access to Cooperative Public Records

Full access to the Cooperative's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures. The Director or designee shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the Cooperative's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the Cooperative's response.

Freedom of Information Officer

The Executive Director shall serve as the Cooperative's Freedom of Information Officer and assumes all the duties and powers of that office as provided in FOIA and this policy. The Director may delegate these duties and powers to one or more designees, but the delegation shall not relieve the Director of the responsibility for the action that was delegated.

Definition

The Cooperative's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary material pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School Cooperative.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the Cooperative's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. The Director or designee shall instruct Cooperative employees to immediately forward any request for inspection and copying of a public record to the Cooperative's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to five business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the extension, and (2) either inform the person of the date on which a response will be made, or agree with the person in writing on a compliance period.

The time periods are extended for responding to requests for records made for a *commercial purpose*, requests by a *recurrent requester*, or *voluminous requests*, as those terms are defined in Section 2 of FOIA. The time periods for responding to those requests are governed by Sections 3.1, 3.2, and 3.6 of FOIA.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Fees

Persons making a request for copies of public records must pay any and all applicable fees. The Freedom of Information Officer shall establish a fee schedule that complies with FOIA and this policy and is subject to the Board's review. The fee schedule shall include copying fees and all other fees to the maximum extent they are permitted by FOIA, including without limitation, search and review fees for responding to a request for a *commercial purpose* and fees, costs, and personnel hours in connection with responding to a *voluminous request*.

Copying fees, except when fixed by statute, shall be reasonably calculated to reimburse the Cooperative's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. In no case shall the copying fees exceed the maximum fees permitted by FOIA. If the Cooperative's actual copying costs are equal to or greater than the maximum fees permitted by FOIA, the Freedom of Information Officer is authorized to use FOIA's maximum fees as the Cooperative's fees. No copying fees shall be charged for: (1) the first 50 pages of black and white, letter or legal sized copies, or (2) electronic copies other than the actual cost of the recording medium, except if the response is to a *voluminous request*, as defined in FOIA.

A fee reduction is available if the request qualifies under Section 6 of FOIA. The Freedom of Information Officer shall set the amount of the reduction taking into consideration the amount of material requested and the cost of copying it.

Provision of Copies and Access to Records

A public record that is the subject of an approved access request will be available for inspection or copying at the Cooperative's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the Cooperative's website including, but not limited to, the process for requesting a public record. The Freedom of Information Officer shall direct a requester to the Cooperative's website if a requested record is available there. If the requester is unable to reasonably access the record online, he or she may resubmit the request for the record, stating his or her inability to reasonably access the record online, and the Cooperative shall make the requested record available for inspection and copying as otherwise provided in this policy.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the Cooperative's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g., a litigation hold), Cooperative auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.:5 ILCS 140/, Illinois Freedom of Information Act.

105 ILCS 5/10-16 and 5/24A-7.1.

820 ILCS 40/11.

820 ILCS 130/5.

CROSS REF.:2:140 (Communications To and From the Board), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:November 6, 2015

2:260 Uniform Grievance Procedure

A student, parent/guardian, employee, or community member should notify any C.A.S.E. Complaint Manager if he or she believes that the Board of Directors, its employees, or its agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board Policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d *et seq.*
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e *et seq.*
6. Sexual harassment (State Officials and Employee Ethics Act, Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Breastfeeding accommodations for students, 105 ILCS 5/10-20.60
8. Bullying, 105 ILCS 5/27-23.7
9. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
10. Curriculum, instructional materials, and/or programs
11. Victims' Economic Security and Safety Act, 820 ILCS 180
12. Illinois Equal Pay Act of 2003, 820 ILCS 112
13. Provision of services to homeless students
14. Illinois Whistleblower Act, 740 ILCS 174/
15. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff *et seq.*
16. Employee Credit Privacy Act, 820 ILCS 70/

The Complaint Manager will first attempt to resolve complaints informally without resorting to this grievance procedure. If a formal complaint is filed under this policy, the Complaint Manager will address the complaint promptly and equitably. An individual who files a complaint under this policy may forego any informal suggestions and/or attempts to resolve it and may proceed directly to this grievance procedure. The Complaint Manager will not require an individual complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians), including but not limited to participation in mediation.

Right to Pursue Other Remedies Not Impaired

The right of a person to prompt and equitable resolution of a complaint filed under this policy shall not be impaired by the person's pursuit of other remedies (e.g., criminal complaints, civil actions, administrative proceedings). Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. If a person is pursuing another remedy concern the same subject matter of a complaint under this Policy, C.A.S.E. will continue with a simultaneous investigation under this Policy unless such investigation may interfere with local law enforcement or other entities with authority under federal or State law.

Deadlines

All deadlines under this policy may be extended by the Complaint Manager as he or she deems appropriate. As used in this Policy, *school business days* means days on which C.A.S.E.'s main office is open.

Filing a Complaint

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any C.A.S.E. Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint and/or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

For any complaint alleging bullying and/or cyberbullying of students, the Complaint Manager shall process and review the complaint according to any response required by this policy. For any complaint alleging sexual harassment or other violation of Board policy 5:20, *Workplace Harassment Prohibited*, the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 2:260, *Uniform Grievance Procedure*.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. The Complaint Manager shall ensure the Complainant and the accused have an equal opportunity to present evidence during an investigation. If the Complainant is a student, under 18 years of age, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law or this policy, (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student witness, or by the student if the student is 18 years of age or older.

The Complaint Manager will inform, at regular intervals, the person(s) filing a complaint under this procedure about the status of the investigation. Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Executive Director. The Complaint Manager may request an extension of time.

The Executive Director will keep the Board informed of all complaints.

If a complaint contains allegations involving the Executive Director, the written report shall be filed directly with the Board, which will make a decision in accordance with paragraph four of the following section of this policy.

Decision and Appeal

Within five school business days after receiving the Complaint Manager's report, the Executive Director shall mail his or her written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager. All decisions shall be based upon the *preponderance of evidence* standard. The identity of the Complainant or student witnesses will not be disclosed to the accused except: (1) as required by law, this Policy, or (2) as authorized by the parent/guardian of the Complainant or student witness, or by the student if the student is 18 years of age or older.

Within 10 school business days after receiving the Executive Director's decision, the Complainant or the accused may appeal the decision to the Board of Directors by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board of Directors.

Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within five school business days of the Board's decision, the Superintendent shall inform the Complainant and the accused of the Board's action.

For complaints containing allegations involving the Superintendent, within 30 school business days after receiving the Complaint Manager's report, the Board shall mail its written decision to the Complainant and the accused by first class U.S. mail as well as to the Complaint Manager.

This policy shall not be construed to create an independent right to a hearing before the Executive Director or Board of Directors. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing a Nondiscrimination Coordinator and Complaint Managers

The Executive Director shall appoint a Nondiscrimination Coordinator to manage C.A.S.E.'s efforts to provide equal opportunity employment and educational opportunities and prohibit the harassment of employees, students, and others. The Nondiscrimination Coordinator also serves as C.A.S.E.'s Title IX Coordinator.

The Executive Director shall appoint at least one Complaint Manager to administer the complaint process in this policy. If possible, the Executive Director will appoint two Complaint Managers, one of each gender. C.A.S.E.'s Nondiscrimination Coordinator may be appointed as one of the Complaint Managers.

The Executive Director shall insert into this policy and keep current the names, addresses, and telephone numbers of the Nondiscrimination Coordinator and the Complaint Managers.

Nondiscrimination Coordinator:

Cindy D'Ambrosio
22W600 Butterfield Rd., Glen Ellyn, IL
60137
cdambrosio@casedupage.com
630.942.5600

Complaint Managers:

Cindy D'Ambrosio 22W600 Butterfield Rd., Glen Ellyn, IL 60137 cdambrosio@casedupage.com 630.942.5600	Dr. Mary Furbush 22W600 Butterfield Rd., Glen Ellyn, IL 60137 mfurbush@casedupage.com 630.942.5600
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LEGAL REF.:

Age Discrimination in Employment Act, 29 U.S.C. §621 *et seq.*

Americans With Disabilities Act, 42 U.S.C. §12101 et seq.

Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.

Equal Pay Act, 29 U.S.C. §206(d).

Genetic Information Nondiscrimination Act, 42 U.S.C. §2000ff et seq.

Immigration Reform and Control Act, 8 U.S.C. §1324a et seq.

McKinney-Vento Homeless Assistance Act, 42 U.S.C. §11431 et seq.

Rehabilitation Act of 1973, 29 U.S.C. §791 et seq.

Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.

Title IX of the Education Amendments, 20 U.S.C. §1681 et seq.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

105 ILCS 5/2-3.8, 5/3-10, 5/10-20.7a, 5/10-20.60, 5/10-22.5, 5/22-19, 5/24-4, 5/27-1, 5/27-23.7, and 45/1-15.

Illinois Genetic Information Privacy Act, 410 ILCS 513/.

Illinois Whistleblower Act, 740 ILCS 174/.

Illinois Human Rights Act, 775 ILCS 5/.

Victims' Economic Security and Safety Act, 820 ILCS 180/, 56 Ill.Admin.Code Part 280.

Equal Pay Act of 2003, 820 ILCS 112/.

Employee Credit Privacy Act, 820 ILCS 70/.

23 Ill.Admin.Code §§1.240 and 200.40.

CROSS REF.: 2:105 (Ethics and Gift Ban), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 6:120 (Education of Children with Disabilities), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs), 7:15 (Student and Family Privacy Rights), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:310 (Restrictions on Publications; Elementary Schools), 7:315 (Restrictions on Publications; High Schools), 8:70 (Accommodating Individuals with Disabilities), 8:95 (Parental Involvement), 8:110 (Public Suggestions and Concerns)

Adopted: 10/4/2018 11:30:38 AM

Cooperative Association for Special Education (CASE)

SECTION 3 - GENERAL ADMINISTRATION

Cooperative Association for Special Education (CASE)

3:30 Chain of Command

The Executive Director shall develop an organizational chart indicating the channels of authority and reporting relationships for C.A.S.E. personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division of responsibility must be clear.

C.A.S.E. staff members shall always work through the Building Principal in carrying out assigned functions within a school.

CROSS REF.:1:20 (Cooperative Organization), 2:140 (Communications To and From the Board), 3:70 (Succession of Authority), 8:110 (Public Suggestions and Concerns)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

3:40 Executive Director

Duties and Authority

The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative programs and services in accordance with Board policies and directives, and State and federal law. The Executive Director is authorized to develop administrative procedures to implement Board policy. Management duties include, without limitation, preparing, submitting, publishing, and posting reports and notifications as required by State and federal law.

The Executive Director may delegate to other Cooperative staff members the exercise of any powers and the discharge of any duties imposed upon the Executive Director by Board policies or by Board vote. The delegation of power or duty, however, shall not relieve the Executive Director of responsibility for the action that was delegated.

Qualifications and Appointment

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Boards, C.A.S.E. employees, students, and the community. The Executive Director must be certified in accordance with the requirements of 23 Illinois Administrative Code 25, and 226.

The Executive Director shall hold proper state certification/approval.

When the office of the Executive Director becomes vacant, the Board will conduct a search to find the most capable person for the position. Qualified staff members who apply for the position will be considered for the vacancy.

Evaluation

The Board will evaluate, at least annually, the Executive Director's performance, using standards and objectives developed by the Executive Director and Board that are consistent with the Cooperative's mission and goal statements. A specific time should be designated for a formal evaluation session with the Board. The evaluation should include a discussion of professional strengths as well as performance areas needing improvement.

Compensation and Benefits

The Board of Directors and the Executive Director shall enter into a contract that conforms to this policy and State law. This contract shall govern the employment relationship between the Board and the Executive Director.

LEGAL REF.:105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

23 Ill.Admin.Code §§1.310, 1.705, and 29.130.

CROSS REF:2:240 (Board Policy Development)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

3:50 Administrative Personnel Other Than the Executive Director

Duties and Authority

Administrative and supervisory positions are established by the Board of Directors in accordance with State law. This policy applies to all administrators other than the Superintendent, including without limitation, Building Principals. The general duties and authority of each administrative or supervisory position are approved by the Board, upon the Executive Director's recommendation, and contained in the respective position's job description.

Qualifications

All administrative personnel shall have a valid administrative license and appropriate endorsements issued by the State Licensure Board and such other qualifications as specified in the position's job descriptions.

Evaluation

The performance of all administrative personnel will be evaluated by the Executive Director or designee; the Executive Director shall make employment and salary recommendations to the Board.

Administrative Work Year

The administrators' work year shall be the same as the Cooperative's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. All administrators shall be available for work when their services are necessary.

Compensation and Benefits

The Board and each administrator shall enter into an employment agreement that complies with Board policy and State law. The terms of an individual employment contract, when in conflict with this policy, will control.

The Board will consider the Executive Director's recommendations regarding compensation for individual administrators.

Unless stated otherwise in individual employment contracts, all benefits and leaves of absence available to teaching personnel are available to administrative personnel.

LEGAL REF:105 ILCS 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, 5/21B, and 5/24A.

23 Ill.Admin.Code §§1.310, 1.705, and 50.300; and Parts 25 and 29.

CROSS REF:5:30 (Hiring Process and Criteria), 5:250 (Leaves of Absence)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

3:62 Staff Supervision

In all cases, personnel shall be supervised by the Executive Director, Assistant Director or their designees. The employing organization and its administrative staff shall be responsible for the supervision of the general functions of the program or service on a day-to-day basis and is/are recognized as the line supervisor(s).

The Cooperative is responsible for providing technical assistance and consultation to teachers, administrators, and line supervisors regarding special education programs and services. Such assistance and consultation may include, but is not limited to, the following activities:

1. Classroom visitations - classroom visitations may be initiated by either the classroom teacher or by the supervisor.
2. Inservice - supervisors shall plan and conduct appropriate in-service activities.
3. Consultation - consultations regarding students, curriculum, instruction, etc., may be initiated by either the staff member or designated supervisor. Other administrative staff of either the Cooperative or a Member District may request a consultation between a service provider and his or her designated supervisor.
4. Records and reports - Appropriate records and reports may be requested by the designated supervisor.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

3:70 Succession of Authority

If the Executive Director, Assistant Director, or other administrator is temporarily unavailable, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Executive Director and approved by the Board of Directors.

CROSS REF.:1:20 (Cooperative Organization), 3:30 (Chain of Command)

ADOPTED:August 4, 2017

Cooperative Association for Special Education (CASE)

SECTION 4 - OPERATIONAL SERVICES

Cooperative Association for Special Education (CASE)

4:10 Fiscal and Business Management

The Executive Director is responsible for the Cooperative's fiscal and business management.

The Executive Director shall ensure the efficient and cost-effective operation of the Cooperative's business management using computers, computer software, data management, communication systems, and electronic networks, including electronic mail, the Internet, and security systems.

Administrative District

Every three (3) years the Board of Directors shall designate the Administrative District for C.A.S.E. in accordance with the Articles of Joint Agreement. The Administrative District shall approve C.A.S.E.'s fiscal operations which include reimbursements relating to the C.A.S.E. office and C.A.S.E. facility personnel, employee payroll requirements and program costs as approved by the Executive Director in accordance with C.A.S.E.'s annual budget.

The Administrative District shall approve C.A.S.E. contractual agreements and the expenditure of C.A.S.E. funds, with the direction and approval of the Board of Directors.

The Board of Directors delegates to the Executive Director the authority to monitor the day-to-day fiscal operations of C.A.S.E. A monthly report of fiscal operations shall be prepared by the Executive Director for approval by the Board of Directors and the Administrative District.

Budget Planning

The Cooperative's fiscal year is from July 1 until June 30. The Executive Director shall present a tentative budget to the Board no later than the March meeting. The budget shall include the Federal grants and State funds. The Board of Directors shall review and adopt the C.A.S.E. budget prior to its implementation by the Executive Director.

Included in the tentative budget shall be a detailed program budget for each program area. This budget shall represent the culmination of an ongoing process of planning for the fiscal support needed for the Cooperative's educational and service program. The annual budget will be adopted by the Board of Directors no later than the June meeting and then ratified by the Administrative District.

Preliminary Adoption Procedures

Upon receiving the Executive Director's tentative budget, the Board of Directors shall set the date, place, and time for

1. a public hearing on the proposed budget; and
2. the proposed budget to be available to the public for inspection, which shall be at least thirty (30) days before the Board approves the final budget.

The District Secretary shall publish a notice in a local newspaper stating the date, place and time of the availability of the proposed budget for public inspection and the public hearing on the proposed budget.

At the public hearing, the proposed budget shall be reviewed and the public invited to comment.

Final Adoption Procedures

The Board shall adopt the budget no later than the June Board meeting. The Board shall adopt the budget by roll call vote. The budget resolution shall be incorporated into the meeting's official minutes.

The Executive Director, or designee, shall perform each of the following:

1. Post the Cooperative's final annual budget, itemized by receipts and expenditures, on its Internet website; notify parents/guardians that it is posted and provide the website's address.
2. Submit the annual budget, a deficit reduction plan if one is required by the State Board of Education guidelines, and other financial information to the State Board of Education according to its requirements.

Budget Amendments

The Board may amend the budget by the same procedure as provided for in the original adoption.

Implementation

The Executive Director or designee shall implement the Cooperative's budget and provide the Board with a monthly financial report that includes all fund balances. The amount budgeted as the expenditure in each fund is the maximum amount that may be expended for that category, except when a transfer of funds is authorized by the Administrative District.

LEGAL REF.:35 ILCS 200/18-55 et seq.

105 ILCS 5/10-17, 5/10-22.33, 5/17-1, 5/17-1.2, 5/17-2A, 5/17-3.2, 5/17-11, 5/20-5, 5/20-8, and 5/20-10.

23 Ill.Admin.Code Part 100.

ADOPTED:August 28, 2015

Cooperative Association for Special Education (CASE)

4:15 Identity Protection

The collection, storage, use, and disclosure of social security numbers by C.A.S.E. shall be consistent with State and federal laws. The goals for managing C.A.S.E.'s collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized by State or federal law.
2. Protect each social security number collected or maintained by C.A.S.E. from unauthorized disclosure.

The Executive Director is responsible for ensuring that C.A.S.E. complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the destruction of the information.
2. Only employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the Cooperative is collecting and using the social security number shall be provided. The stated reason for collection of the social security number must be relevant to the documented purpose.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee. The policy must also be made available to any member of the public, upon request.
6. If this policy is amended, employees will be advised of the existence of the amended policy and a copy of the amended policy will be made available to each employee.

No C.A.S.E. employee shall collect, store, use, or disclose an individual's social security number unless specifically authorized by the Executive Director. This policy shall not be interpreted as a guarantee of the confidentiality of social security numbers and/or other personal information. The C.A.S.E. will use best efforts to comply with this policy, but this policy should not be construed to convey any rights to protection of information not otherwise afforded by law.

LEGAL REF.:

5 ILCS 179/, Identity Protection Act.

50 ILCS 205/3, Local Records Act.

105 ILCS 10/, Illinois School Student Records Act.

815 ILCS 530/, Personal Information Protection Act.

CROSS REF: 2:250 (Access to Cooperative Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED: April 6, 2018

Cooperative Association for Special Education (CASE)

4:20 Fund Balances

The Executive Director or designee shall maintain fund balances adequate to ensure the Cooperative's ability to maintain levels of service and pay its obligations in a prompt manner in spite of unforeseen events or unexpected expenses. The Executive Director or designee shall inform the Board whenever it should discuss drawing upon its reserves.

The Cooperative seeks to maintain year-end fund balances no less than the range of 10-25 percent of the annual expenditures in each fund.

CROSS REF.: 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

Adopted: 12/7/2018 11:28:58 AM

Cooperative Association for Special Education (CASE)

4:30 Revenue and Investments

Revenue

The Executive Director or designee is responsible for making all claims for special State funds for specific programs, federal funds, and categorical grants.

Investments

The Executive Director shall either appoint a Chief Investment Officer or serve as one. The Chief Investment Officer shall invest money that is not required for current operations, in accordance with this policy and State law.

The Chief Investment Officer and Executive Director shall use the standard of prudence when making investment decisions. They shall use the judgment and care, under circumstances then prevailing, that persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of their capital as well as its probable income.

Investment Objectives

The objectives for the Cooperative's investment activities are:

1. Safety of Principal - Every investment is made with safety as the primary and over-riding concern. Each investment transaction shall ensure that capital loss, whether from credit or market risk, is avoided.
2. Liquidity - The investment portfolio shall provide sufficient liquidity to pay Cooperative obligations as they become due. In this regard, the maturity and marketability of investments shall be considered.
3. Rate of Return - The highest return on investments is sought, consistent with the preservation of principal and prudent investment principles.
4. Diversification - The investment portfolio is diversified as to materials and investments, as appropriate to the nature, purpose, and amount of the funds.

Authorized Investments

The Chief Investment Officer may invest Cooperative funds in one or more of the following:

1. Bonds, notes, certificates of indebtedness, treasury bills, or other securities now or hereafter issued, that are guaranteed by the full faith and credit of the United States of America as to principal and interest.
2. Bonds, notes, debentures, or other similar obligations of the United States of America, its agencies, and its instrumentalities.

The term "agencies of the United States of America" includes: (i) the federal land banks, federal intermediate credit banks, banks for cooperative, federal farm credit banks, or any other entity authorized to issue debt obligations under the Farm Credit Act of 1971 and Acts amendatory thereto, (ii) the federal home loan banks and the federal home loan mortgage corporation, and (iii) any other agency created by Act of Congress.

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act.
4. Short term obligations of corporations organized in the United States with assets exceeding \$500,000,000 if: (i) such obligations are rated at the time of purchase at one of the 3 highest classifications established by at least 2 standard rating services and that mature not later than 270 days from the date of purchase, (ii) such purchases do not exceed 10% of the corporation's outstanding obligations, and (iii) no more than one-third of the Cooperative's funds may be invested in short term obligations of corporations.
5. Money market mutual funds registered under the Investment Company Act of 1940, provided that the portfolio of any such money market mutual fund is limited to obligations described in paragraph (1) or (2) and to agreements to repurchase such obligations.
6. Interest-bearing bonds of any county, township, city, village, incorporated town, municipal corporation, school district, the State of Illinois, any other state, or any political subdivision or agency of the State of Illinois or any other state, whether the interest earned is taxable or tax-exempt under federal law. The bonds shall be (a) registered in the name of the municipality, county, or other governmental unit, or held under a custodial agreement at a bank, and (b) rated at the time of purchase within the 4 highest general classifications established by a rating service of nationally recognized expertise in rating bonds of states and their political subdivisions.
7. Short term discount obligations of the Federal National Mortgage Association or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of this State or any other state or under the laws of the United States. Investments may be made only in those savings banks or savings and loan associations, the shares, or investment certificates that are insured by the Federal Deposit Insurance Corporation. Any such securities may be purchased at the offering or market price thereof at the time of such purchase. All such securities so purchased shall mature or be redeemable on a date or dates prior to the time when, in the judgment of the Chief Investment Officer, the public funds so invested will be required for expenditure by the Cooperative or its governing authority.
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of this State or the laws of the United States; provided, however, the principle office of any such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law.
9. A Public Treasurers' Investment Pool created under Section 17 of the State Treasurer Act. The Cooperative may also invest any public funds in a fund managed, operated, and administered by a bank, subsidiary of a bank, or subsidiary of a bank holding company or use the services of such an entity to hold and invest or advise regarding the investment of any public funds.
10. The Illinois School District Liquid Asset Fund Plus.
11. Repurchase agreements of government securities having the meaning set out in the Government Securities Act of 1986, as now or hereafter amended or succeeded, subject to the provisions of said Act and the regulations issued there under. The government securities, unless registered or inscribed in the name of the Cooperative, shall be purchased through banks or trust companies authorized to do business in the State of Illinois.

Except for repurchase agreements of government securities that are subject to the Government Securities Act of 1986, as now or hereafter amended or succeeded, the Cooperative may not purchase or invest in instruments that constitute repurchase agreements, and no financial institution may enter into such an agreement with or on behalf of the Cooperative unless the instrument and the transaction meet all of the following requirements:

- a. The securities, unless registered or inscribed in the name of the Cooperative, are purchased through banks or trust companies authorized to do business in the State of Illinois.
 - b. The Chief Investment Officer, after ascertaining which firm will give the most favorable rate of interest, directs the custodial bank to "purchase" specified securities from a designated institution. The "custodial bank" is the bank or trust company, or agency of government, that acts for the Cooperative in connection with repurchase agreements involving the investment of funds by the Cooperative. The State Treasurer may act as custodial bank for public agencies executing repurchase agreements.
 - c. A custodial bank must be a member bank of the Federal Reserve System or maintain accounts with member banks. All transfers of book-entry securities must be accomplished on a Reserve Bank's computer records through a member bank of the Federal Reserve System. These securities must be credited to the Cooperative on the records of the custodial bank and the transaction must be confirmed in writing to the Cooperative by the custodial bank.
 - d. Trading partners shall be limited to banks or trust companies authorized to do business in the State of Illinois or to registered primary reporting dealers.
 - e. The security interest must be perfected.
 - f. The Cooperative enters into a written master repurchase agreement that outlines the basic responsibilities and liabilities of both buyer and seller.
 - g. Agreements shall be for periods of 330 days or less.
 - h. The Chief Investment Officer informs the custodial bank in writing of the maturity details of the repurchase agreement.
 - i. The custodial bank must take delivery of and maintain the securities in its custody for the account of the Cooperative and confirm the transaction in writing to the Cooperative. The custodial undertaking shall provide that the custodian takes possession of the securities exclusively for the Cooperative; that the securities are free of any claims against the trading partner; and that any claims by the custodian are subordinate to the Cooperative's claims to rights to those securities.
 - j. The obligations purchased by the Cooperative may only be sold or presented for redemption or payment by the fiscal agent bank or trust company holding the obligations upon the written instruction of the Chief Investment Officer.
 - k. The custodial bank shall be liable to the Cooperative for any monetary loss suffered by the Cooperative due to the failure of the custodial bank to take and maintain possession of such securities.
12. Any investment as authorized by the Public Funds Investment Act, and Acts amendatory thereto. Paragraph 11 supersedes paragraphs 1-10 and controls in the event of conflict.

Except as provided herein, investments may be made only in banks, savings banks, savings and loan associations, or credit unions that are insured by the Federal Deposit Insurance Corporation or other approved share insurer.

Selection of Depositories, Investment Managers, Dealers, and Brokers

The Chief Investment Officer shall select authorized depositories, investment managers, dealers and brokers based upon the creditworthiness, reputation, minimum capital requirements, qualifications under State law, as well as a long history of dealing with public fund entities. The Board of Directors will review and approve the list at least annually.

In order to be an authorized depository, each institution must submit copies of the last 2 sworn statements of resources and liabilities or reports of examination that the institution is required to furnish to the appropriate State or federal agency. Each institution designated as a depository shall, while acting as such depository, furnish the Cooperative with a copy of all statements of resources and liabilities or all reports of examination that it is required to furnish to the appropriate State or federal agency.

The above eligibility requirements of a bank to receive or hold public deposits do not apply to investments in an interest-bearing savings account, interest-bearing certificate of deposit, or interest-bearing time deposit if: (1) the Cooperative initiates the investment at or through a bank located in Illinois, and (2) the invested public funds are at all times fully insured by an agency or instrumentality of the federal government.

The Cooperative may consider a financial institution's record and current level of financial commitment to its local community when deciding whether to deposit funds in that financial institution. The Cooperative may consider factors including:

1. For financial institutions subject to the federal Community Reinvestment Act of 1977, the current and historical ratings that the financial institution has received, to the extent that those ratings are publicly available, under the federal Community Reinvestment Act of 1977;
2. Any changes in ownership, management, policies, or practices of the financial institution that may affect the level of the financial institution's commitment to its community;
3. The financial impact that the withdrawal or denial of Cooperative deposits might have on the financial institution;
4. The financial impact to the Cooperative as a result of withdrawing public funds or refusing to deposit additional public funds in the financial institution; and
5. Any additional burden on the Cooperative's resources that might result from ceasing to maintain deposits of public funds at the financial institution under consideration.

Collateral Requirements

All amounts deposited or invested with financial institutions in excess of any insurance limit shall be collateralized in accordance with 30 ILCS 235/6(d). The Board must approve each collateral agreement.

Safekeeping and Custody Arrangements

The preferred method for safekeeping is to have securities registered in the Cooperative's name and held by a third-party custodian. Safekeeping practices should qualify for the Governmental Accounting Standards Board Statement No. 3 Deposits with Financial Institutions, Investments (including Repurchase Agreements), and Reverse Repurchase Agreements, Category I, the highest recognized safekeeping procedures.

Controls and Report

The Chief Investment Officer shall establish a system of internal controls and written operational procedures to prevent losses arising from fraud, employee error, misrepresentation by third parties, or imprudent employee action.

The Chief Investment Officer shall provide a quarterly investment report to the Board. The report will: (1) assess whether the investment portfolio is meeting the Cooperative's investment objectives, (2) identify each security by class or type, book value, income earned, and market value, (3) identify those institutions providing investment services to the Cooperative, and (4) include any other relevant information. The investment portfolio's performance shall be measured by appropriate and creditable industry standards for the investment type.

The Board will determine, after receiving the Executive Director's recommendation, which fund is in most need of interest income and the Executive Director shall execute a transfer. This provision does not apply when the use of interest earned on a particular fund is restricted.

Ethics and Conflicts of Interest

The Board and Cooperative officials will avoid any investment transaction or practice that in appearance or fact might impair public confidence. Board members are bound by the Board policy 2:100, *Board Member Conflict of Interest*. No C.A.S.E. employee having influence on the Cooperative's investment decisions shall:

1. Have any interest, directly or indirectly, in any investments in which the Cooperative is authorized to invest,
2. Have any interest, directly or indirectly, in the sellers, sponsors, or managers of those investments, or
3. Receive, in any manner, compensation of any kind from any investments in that the agency is authorized to invest.

LEGAL REF.:30 ILCS 235/.

105 ILCS 5/8-7, 5/10-22.44, 5/17-1, and 5/17-11.

CROSS REF.:2:100 (Board Member Conflict of Interest), 4:10 (Fiscal and Business Management), 4:80 (Accounting and Audits)

ADOPTED:August 28, 2015

Cooperative Association for Special Education (CASE)

4:40 Incurring Debt

The Cooperative may borrow up to 50% of any State categorical or grant payments due and payable to it, if a hardship exists. Interest shall not be in excess of that provided for by the Bond Authorization Act. Principal and interest shall be repaid from the categorical or grant payments immediately upon receipt of those payments. The Executive Director shall notify the State Board of Education before the Cooperative issues any form of long-term or short-term debt that will result in outstanding debt that exceeds 75% of the debt limit specified in State law.

LEGAL REF.:30 ILCS 305/2.

105 ILCS 5/10-22.31, 5/18-20.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

4:45 Insufficient Fund Checks and Debt Recovery

The Executive Director or designee is responsible for collecting up to the maximum fee authorized by State law for returned checks written to the Cooperative that are not honored upon presentation to the respective bank or other depository institution for any reason. The Executive Director is authorized to contact the Cooperative's attorney whenever necessary to collect the returned check amount, fee, collection costs and expenses, and interest.

Delinquent Debt Recovery

The Executive Director is authorized to seek collection of delinquent debt owed the Cooperative to the fullest extent of the law.

A Local Debt Recovery Program may be available through the Illinois Office of the Comptroller (IOC) in the future. To participate in it, an intergovernmental agreement (IGA) between the Cooperative and the IOC must be in existence. The IGA establishes the terms under which the Cooperative may refer a delinquent debt to the IOC for an offset (deduction). The IOC may execute an offset, in the amount of the delinquent debt owed to the Cooperative, from a future payment that the State makes to an individual or entity responsible for paying the delinquent debt.

The Executive Director or designee shall execute the requirements of the IGA. While executing the requirements of the IGA, the Executive Director or designee is responsible, without limitation, for each of the following:

1. Providing a District-wide, uniform, method of notice and due process to the individual or entity against whom a claim for delinquent debt payment (*claim*) is made. Written notice and an opportunity to be heard must be given to the individual or entity responsible for paying a delinquent debt before the claim is certified to the IOC for offset. The notice must state the claim's amount, the reason for the amount due, the claim's date or time period, and a description of the process to challenge the claim. An individual or entity challenging a claim shall be provided an informal proceeding to refute the claim's existence, amount, or current collectability; the decision following this proceeding shall be reviewable. If a waiver of student fees is requested as a challenge to paying the claim, and the waiver of student fees is denied, an appeal of the denial of a fee waiver request shall be handled according to 4:140, *Waiver of Student Fees*. If no waiver of student fees is requested, reviews regarding payment of the claim shall be handled according to this policy before certification to the IOC for offset.
2. Certifying to the IOC that the debt is past due and legally enforceable, and notifying the IOC of any change in the status of an offset claim for delinquent debt.
3. Responding to requests for information from the IOC to facilitate the prompt resolution of any administrative review requests received by the IOC.

LEGAL REF.:15 ILCS 405/10.05 and 10.05d.

810 ILCS 5/3-806.

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

4:50 Payment Procedures

The Treasurer shall prepare a list of all due and payable bills, indicating vendor name and amount, and shall present it to the Board of Directors in advance of the Board's first regular monthly meeting or, if necessary, a special meeting. These bills are reviewed by the Board, after which they may be approved for payment by Board order. Approval of all bills shall be given by a roll call vote and the votes shall be recorded in the minutes. The Treasurer shall pay the bills after receiving a Board order or pertinent portions of the Board minutes, even if the minutes are unapproved, provided the order or minutes are signed by the Board Chairperson and Secretary, or a majority of the Board.

The Treasurer is authorized to pay Social Security taxes and wages without further Board approval. These disbursements shall be included in the listing of bills presented to the Board.

The Board authorizes the Executive Director or designee to establish revolving funds and a petty cash fund system for school cafeterias, lunchrooms, athletics, or similar purposes, provided such funds are maintained in accordance with Board policy 4:80, *Accounting and Audits*, and remain in the custody of an employee who is properly bonded according to State law.

LEGAL REF.:105 ILCS 5/8-16, 5/10-7, and 5/10-20.19.

23 Ill.Admin.Code §100.70.

CROSS REF.:4:55 (Use of Credit and Procurement Cards), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits)

ADOPTED:December 4, 2015

Cooperative Association for Special Education (CASE)

4:55 Use of Credit and Procurement Cards

The Executive Director and employees designated by the Executive Director are authorized to use C.A.S.E. credit and procurement cards to simplify the acquisition, receipt, and payment of purchases and travel expenses incurred on the Cooperative's behalf. Credit and procurement cards shall only be used for those expenses that are for the Cooperative's benefit and serve a valid and proper public purpose; they shall not be used for personal purchases. Cardholders are responsible for exercising due care and judgment and for acting in the Cooperative's best interests.

The Executive Director or designee shall manage the use of C.A.S.E. credit and procurement cards by employees. It is the Board's responsibility, through the audit and approval process, to determine whether C.A.S.E. credit and procurement card use by the Executive Director is appropriate.

In addition to the other limitations contained in this and other Board policies, C.A.S.E. credit and procurement cards are governed by the following restrictions:

1. Credit and/or procurement cards may only be used to pay certain job-related expenses or to make purchases on behalf of the Board or Cooperative or any student activity fund, or for purposes that would otherwise be addressed through a conventional revolving fund.
2. The Executive Director or designee shall instruct the issuing bank to block the cards' use at unapproved merchants.
3. Each cardholder, other than the Executive Director, may charge no more than \$250 in a single purchase and no more than \$500 within a given month without prior authorization from the Executive Director.
4. The Executive Director or designee must approve the use of a C.A.S.E. credit or procurement card whenever such use is by telephone, fax, and the Internet. Permission shall be withheld when the use violates any Board policy, is from a vendor whose reputation has not been verified, or would be more expensive than if another available payment method were used.
5. The consequences for unauthorized purchases include, but are not limited to, reimbursing the Cooperative for the purchase amount, loss of cardholding privileges, and, if made by an employee, discipline up to and including discharge.
6. All cardholders must sign a statement affirming that they are familiar with this policy.
7. The Executive Director shall implement a process whereby all purchases using a Cooperative credit or procurement card are reviewed and approved by someone other than the cardholder or someone under the cardholder's supervision.
8. Cardholders must submit the original, itemized receipt to document all purchases.
9. No individual may use a C.A.S.E. credit or procurement card to make purchases in a manner contrary to State law, including, but not limited to, the bidding and other purchasing requirements in 105 ILCS 5/10-20.21, or any Board policy.
10. The Executive Director or designee shall account for any financial or material reward or rebate offered by the company or institution issuing the Cooperative credit or procurement card and shall ensure that it is used for the Cooperative's benefit.

LEGAL REF.:105 ILCS 5/10-20.21.

23 Ill.Admin.Code §100.70(d).

CROSS REF.:4:50 (Payment Procedures), 4:60 (Purchases and Contracts), 4:80 (Accounting and Audits), 5:60 (Expenses)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

4:60 Purchases and Contracts

The Executive Director shall manage the Cooperative's purchases and contracts in accordance with State law, the standards set forth in this Policy, and other applicable Board policies.

Standards for Purchasing and Contracting

All purchases and contracts shall be entered into in accordance with State law. The Board Attorney shall be consulted as needed regarding the legal requirements for purchases or contracts. All contracts shall be approved or authorized by the Board.

All purchases and contracts should support a recognized C.A.S.E. function or purpose as well as provide for good quality products and services at the lowest cost, with consideration for service, reliability, and delivery promptness, and in compliance with State law. No purchase or contract shall be made or entered into as a result of favoritism, extravagance, fraud, or corruption.

Adoption of the annual budget authorizes the Executive Director or designee to purchase budgeted supplies, equipment, and services, provided that State law is followed. Purchases of items outside budget parameters require prior Board approval, except in an emergency.

When presenting a contract or purchase for Board approval, the Executive Director or designee shall ensure that it complies with applicable State law, including but not limited to, those specified below:

1. Supplies, materials, or work involving an expenditure in excess of \$25,000 must comply with the State law bidding procedure, 105 ILCS 5/10-20.21, unless specifically exempted.
2. Construction, lease, or purchase of school buildings must comply with State law and Board Policy 4:150, *Facility Management and Building Programs*.
3. Guaranteed energy savings must comply with 105 ILCS 5/19b-1 *et seq.*
4. Third party non-instructional services must comply with 105 ILCS 5/10-22.34c.
5. Goods and services that are intended to generate revenue and other remunerations for the Cooperative in excess of \$1,000, including without limitation vending machine contracts, sports and other attire, class rings, and photographic services, must comply with 105 ILCS 5/10-20.21. The Executive Director or designee shall keep a record of: (1) each vendor, product, or service provided, (2) the actual net revenue and non-monetary remuneration from each contract or agreement, and (3) how the revenue was used and to whom the non-monetary remuneration was distributed. The Executive Director or designee shall report this information to the Board by completing the necessary forms that must be attached to the Cooperative's annual budget.
6. Any contract to purchase food with a bidder or offeror must comply with 105 ILCS 5/10-20.21(b-10).
7. The purchase of paper and paper products must comply with 105 ILCS 5/10-20.19c and Board Policy 4:70, *Resource Conservation*.
8. Each contractor with the cooperative is bound by each of the following:
 - a. In accordance with 105 ILCS 5/10-21.9(f): (1) prohibit any of its employees who is or was found guilty of a criminal offense listed in 105 ILCS 5/10-21.9(c) and 5/21B-80(c) to have direct, daily contact at a District school or school-related activity with one or more student(s); (2) prohibits any of the contractor's employees from having direct, daily contact with one or more students if the employee was found guilty of any offense in 5/21B-80(b) (certain drug offenses) until seven years following the end of the employee's sentence for the criminal offense; and (3) require each of its employees who will have direct, daily contact with student(s) to cooperate during the District's fingerprint-based criminal history records check on him or her.
 - b. In accordance with 105 ILCS 5/24-5: (1) concerning each employee who begins providing services in the cooperative after June 16, 2014, provide the cooperative with evidence of physical fitness to perform the duties assigned and freedom from communicable disease if the employee will have direct, daily contact with one or more student(s); and (2) require any new or existing employee who has and will have direct, daily contact with one or more student(s) to complete additional health examinations as required by the cooperative and be subject to additional health examinations, including tuberculosis screening, as required by the Illinois Department of Public Health rules or order of a local health official.

The Executive Director or designee shall: (1) execute the reporting and website posting mandates in State law concerning C.A.S.E. contracts, and (2) monitor the discharge of contracts, contractors' performances, and the quality and value of services or products being provided.

LEGAL REF.:105 ILCS 5/10-20.19c, 5/10-20.21, 5/10-21.9, 5/10-22.34c, 5/19b-1 *et seq.*, and 5/24-5.

820 ILCS 130/.

CROSS REF.:2:100 (Board Member Conflict of Interest), 4:70 (Resource Conservation), 4:150 (Facility Management and Building Programs), 4:175 (Convicted Child Sex Offender; Fingerprint-Based Criminal Background Check and/or Screening; Notifications)

ADOPTED:February 3, 2017

Cooperative Association for Special Education (CASE)

4:70 Resource Conservation

The Executive Director or designee shall manage a program of energy and resource conservation for the Cooperative that includes:

1. Periodic review of procurement procedures and specifications to ensure that purchased products and supplies are reusable, durable, or made from recycled materials, if economically and practically feasible.
2. Purchasing recycled paper and paper products in amounts that will, at a minimum, meet the specifications in The School Code, if economically and practically feasible.
3. Periodic review of procedures on the reduction of solid waste generated by academic, administrative, and other institutional functions. These procedures shall: (a) require recycling the Cooperative's waste stream, including landscape waste, computer paper, and white office paper, if economically and practically feasible; (b) include investigation of the feasibility of potential markets for other recyclable materials that are present in the Cooperative's waste stream; and (c) be designed to achieve, before July 1, 2020, at least a 50% reduction in the amount of solid waste that is generated by the Cooperative.
4. Adherence to energy conservation measures.

LEGAL REF.:105 ILCS 5/10-20.19c.

CROSS REF.:4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

4:80 Accounting and Audits

The Cooperative's accounting and audit services shall comply with the *Requirements for Accounting, Budgeting, Financial Reporting, and Auditing*, as adopted by the Illinois State Board of Education (ISBE), State and federal laws and regulations, and generally accepted accounting principles. Determination of liabilities and assets, prioritization of expenditures of governmental funds, and provisions for accounting disclosures shall be made in accordance with government accounting standards as directed by the auditor designated by the Board. The Executive Director, in addition to other assigned financial responsibilities, shall report monthly on the Cooperative's financial performance, both income and expense, in relation to the financial plan represented in the budget.

Annual Audit

At the close of each fiscal year, the Executive Director shall arrange an audit of C.A.S.E. funds, accounts, statements, and other financial matters. The audit shall be performed by an independent certified public accountant designated by the Board and be conducted in conformance with prescribed standards and legal requirements. A complete and detailed written audit report shall be provided to each Board member and to the Executive Director. The Executive Director shall annually, on or before October 15, submit an original and one copy of the audit to the Regional Superintendent of Schools.

Annual Financial Report

The Executive Director or designee shall annually prepare and submit the Annual Financial Report on a timely basis using the form adopted by the ISBE. The Executive Director shall review and discuss the Annual Financial Report with the Board before it is submitted.

Inventories

The Executive Director or designee is responsible for establishing and maintaining accurate inventory records. The inventory record of supplies and equipment shall include a description of each item, quantity, location, purchase date, and cost or estimated replacement cost.

Disposition of Cooperative Property

The Executive Director or designee shall notify the Board, as necessary, of the following so that the Board may consider its disposition: (1) Cooperative personal property (property other than buildings and land) that is no longer needed for school purposes, and (2) school site, building, or other real estate that is unnecessary, unsuitable, or inconvenient. Notwithstanding the above, the Executive Director or designee may unilaterally dispose of personal property of a diminutive value.

Taxable Fringe Benefits

The Executive Director or designee shall: (1) require that all use of C.A.S.E. property or equipment by employees is for the Cooperative's convenience and best interests unless it is a Board-approved fringe benefit, and (2) ensure compliance with the Internal Revenue Service regulations regarding when to report an employee's personal use of Cooperative property or equipment as taxable compensation.

Controls for Revolving Funds and Petty Cash

Revolving funds and the petty cash system are established in Board Policy 4:50, *Payment Procedures*. The Executive Director shall: (1) designate a custodian for each revolving fund and petty cash fund, (2) obtain a bond for each fund custodian, and (3) maintain the funds in compliance with this policy, State law, and ISBE rules. A check for the petty cash fund may be drawn payable to the designated petty cash custodian. Bank accounts for revolving funds are limited to a maximum balance of \$1000.00. All expenditures from these bank accounts must be directly related to the purpose for which the account was established and supported with documentation, including signed invoices or receipts. All deposits into these bank accounts must be accompanied with a clear description of their intended purpose. The Executive Director or designee shall include checks written to reimburse revolving funds on the Board's monthly listing of bills indicating the recipient and including an explanation.

Control Requirements for Checks

The Board must approve all bank accounts opened or established in the Cooperative's name or with the Cooperative's Federal Employer Identification Number. Two of the following individuals, the Executive Director, Assistant Director, and/or Executive Assistant, shall sign all checks issued by the Cooperative, except that checks from an account containing student activity funds and revolving accounts may be signed by the respective account custodian.

Internal Controls

The Executive Director is primarily responsible for establishing and implementing a system of internal controls for safeguarding the Cooperative's financial condition; the Board, however, will oversee these safeguards. The control objectives are to ensure efficient business and financial practices, reliable financial reporting, and compliance with State law and Board policies, and to prevent losses from fraud, waste, and abuse, as well as employee error, misrepresentation by third parties, or other imprudent employee action.

The Executive Director or designee shall annually audit the Cooperative's financial and business operations for compliance with established internal controls and provide the results to the Board. The Board may from time-to-time engage a third-party to audit internal controls in addition to the annual audit.

LEGAL REF.:

2 C.F.R. §200 et seq.

30 ILCS 708/, Grant Accountability and Transparency Act, implemented by 44 Ill.Adm.Code 7000 et seq.

105 ILCS 5/2-3.27, 5/2-3.28, 5/3-7, 5/3-15.1, 5/5-22, 5/10-21.4, 5/10-20.19, 5/10-22.8, and 5/17-1 et seq.

23 Ill.Admin.Code Part 100.

CROSS REF.:4:10 (Fiscal and Business Management), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

Adopted: 12/7/2018 11:30:53 AM

4:100 Insurance Management

The Executive Director shall recommend and maintain all insurance programs that provide the broadest and most complete coverage available at the most economical cost, consistent with sound insurance principles.

The insurance program shall include each of the following:

1. Liability coverage to insure against any loss or liability of the Cooperative and the listed individuals against civil rights damage claims and suits, constitutional rights damage claims and suits, and death and bodily injury and property damage claims and suits, including defense costs, when damages are sought for negligent or wrongful acts allegedly committed in the scope of employment or under the Board's direction or related to any mentoring services provided to the Cooperative's certified staff members; Board members; employees; volunteer personnel authorized by 105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b; mentors of certified staff members authorized in 105 ILCS 5/21A-5 et seq. (new teacher), 105 ILCS 5/2-3.53a (new principal), and 2-3.53b (new Executive Directors); and student teachers.
2. Catastrophic accident insurance at the mandated benefit level for student athletes in grades 9 through 12 who sustain an accidental injury while participating in school-sponsored or school-supervised interscholastic athletic events sanctioned by the Illinois High School Association that results in medical expenses in excess of \$50,000.
3. Comprehensive property insurance covering a broad range of causes of loss involving building and personal property. The coverage amount shall normally be for the replacement cost or the insurable value.
4. Workers' Compensation to protect individual employees against financial loss in case of a work-related injury, certain types of disease, or death incurred in an employee-related situation.
5. Employee Insurance Programs.

Please also refer to the Collective Bargaining Agreement between Board of Directors, C.A.S.E., and C.A.S.E. Education Association, Illinois Education Association-NEA.

LEGAL REF.:Consolidated Omnibus Budget Reconciliation Act, P. L. 99-272, ¶ 1001, 100 Stat. 222, 4980B(f) of the I.R.S. Code, 42 U.S.C. §300bb-1 et seq.

105 ILCS 5/10-20.20, 5/10-22.3, 5/10-22.3a, 5/10-22.3b, 5/10-22.3f, 5/10-22.34, 5/10-22.34a, 5/10-22.34b, and 5/22-15.

215 ILCS 5/.

750 ILCS 75/.

820 ILCS 219/.

820 ILCS 305/.

ADOPTED:September 17, 2010

REVISED:October 5, 2016

Cooperative Association for Special Education (CASE)

4:130 Free and Reduced-Price Food Services

Notice

The C.A.S.E. Member districts shall be responsible for implementing the free and reduced-price food services policy and all applicable programs.

LEGAL REF.:U.S. Dept. of Agriculture, Food and Nutrition Service, National School Lunch Program, 7 C.F.R. Part 210.

U.S. Dept. of Agriculture, Food and Nutrition Service, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools, 7 C.F.R. Part 245.

105 ILCS 125/ and 126/.

23 Ill.Admin.Code §305.10 et seq.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

4:150 Facility Management and Building Programs

The Executive Director shall manage the Cooperative's facilities and grounds as well as facility construction and building programs in accordance with the law, the standards set forth in this policy, and other applicable Board policies. The Executive Director or designee shall facilitate: (1) inspections of schools by the Regional Superintendent and State Fire Marshal or designee, and (2) review of plans and specifications for future construction or alterations of a school if requested by the relevant municipality, county (if applicable), or fire protection district.

Standards for Managing Buildings and Grounds

All Cooperative buildings and grounds shall be adequately maintained in order to provide an appropriate, safe, and energy efficient physical environment for learning and teaching.

No less than every ten years, the Board shall have its school buildings surveyed by a licensed design professional.

Standards for Green Cleaning

For each school with 50 or more students, the Executive Director or designee shall establish and supervise a green cleaning program that complies with the guidelines established by the Illinois Green Government Coordinating Council.

Standards for Facility Construction and Building Programs

As appropriate, the Board will authorize a comprehensive study to determine the need for facility construction and expansion. C.A.S.E. is subject to, and its Board of Directors must comply with, any valid local government zoning ordinance or resolution that applies where the pertinent part of the building, structure, or site owned by the Cooperative is located. Board approval is needed for all new facility construction and expansion.

When making decisions pertaining to design and construction of school facilities, the Board will confer with members of the staff and community, the Illinois State Board of Education, and educational and architectural consultants, as it deems appropriate.

LEGAL REF.:42 U.S.C. §12101 et seq.

35 C.F.R. Parts 35, 36

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/2-3.12, 5/3-14.20, 5/3-14.21, 5/10-20.21, 5/10-20.49, 5/10-22.13a, 5/10-22.36, 5/17-2.11, 140/, and 230/.

410 ILCS 25/, Environmental Barriers Act.

820 ILCS 130/, Prevailing Wage Act.

23 Ill.Admin.Code Part 151, School Construction Program; Part 180, Health/Life Safety Code for Public Schools; and Part 2800, Green Cleaning for Elementary and Secondary Schools.

71 Ill.Admin.Code Part 400, Ill. Accessibility Code.

CROSS REF.:2:170 (Procurement of Architectural, Engineering, and Land Surveying Services), 4:60 (Purchases and Contracts), 8:70 (Accommodating Individuals with Disabilities)

ADOPTED:September, 17, 2010

REVISED:October 5, 2016

Cooperative Association for Special Education (CASE)

4:160 Environmental Quality of Buildings and Grounds

The Executive Director shall take all reasonable measures to protect: (1) the safety of Cooperative personnel, students, and visitors on Cooperative premises from risks associated with hazardous materials and (2) the environmental quality of the Cooperative's buildings and grounds. Before pesticides are used on Cooperative premises, the Executive Director or designee shall notify employees and parents/guardians of students as required by the Structural Pest Control Act, 225 ILCS 235/, and the Lawn Care Products Application and Notice Act, 415 ILCS 65/.

LEGAL REF.:29 C.F.R. Part 1910.1030, as adopted by the Illinois Department of Labor, 56 Ill.Admin.Code §350.300(c).

20 ILCS 3130/, Green Buildings Act.

105 ILCS 5/10-20.17a; 5/10-20.48; 135/; and 140/, Green Cleaning School Act.

225 ILCS 235/, Structural Pest Control Act.

415 ILCS 65/, Lawn Care Products Application and Notice Act.

820 ILCS 255/, Toxic Substances Disclosure to Employees Act.

23 Ill.Admin.Code §1.330, Hazardous Materials Training.

56 Ill.Admin.Code Part 205, Toxic Substances Disclosure To Employees.

CROSS REF.:4:150 (Facility Management and Building Programs), 4:170 (Safety)

ADOPTED:November 7, 2014

Cooperative Association for Special Education (CASE)

4:170 Safety

Safety and Security

All C.A.S.E. operations, including the education program, shall be conducted in a manner that will promote the safety and security of everyone on C.A.S.E. property or at a C.A.S.E. event. The Executive director or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

1. An emergency operations plan(s) addressing prevention, preparation, response, and recovery for each school;
2. Provisions for a coordinated effort with local law enforcement and fire officials, emergency medical services personnel, and the Board Attorney;
3. A school safety drill plan;
4. Instruction in safe bus riding practices; and
5. A clear, rapid, factual, and coordinated system of internal and external communication.

In the event of an emergency that threatens the safety of any person or property, students and staff are encouraged to follow the best practices discussed for their building regarding the use of any available cellular telephones.

School Safety Drill Plan

During every academic year, each school building that houses school children shall conduct, at a minimum, each of the following in accordance with the School Safety Drill Act, 105 ILCS 128/:

1. Three school evacuation drills
2. One bus evacuation drill
3. One severe weather and shelter-in-place drill
4. One law enforcement drill

Automated External Defibrillator (AED)

The Executive Director or designee shall implement a written plan for responding to medical emergencies at C.A.S.E.'s physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act. The plan shall provide for an automated external defibrillator (AED) to be available according to State law requirements. This policy does not create an obligation to use an AED nor is it intended to create any expectation that an AED will be present or a trained person will be present and/or able to use an AED.

Carbon Monoxide Alarms

The Executive Director or designee shall implement a plan with C.A.S.E.'s local fire officials to:

1. Determine which school buildings to equip with approved *carbon monoxide alarms* or *carbon monoxide detectors*,
2. Locate the required carbon monoxide alarms or carbon monoxide detectors within 20 feet of a carbon monoxide emitting device, and
3. Incorporate carbon monoxide alarm or detector activation procedures into each school building that requires a carbon monoxide alarm or detector. The Executive Director or designee shall ensure each school building annually reviews these procedures.

Emergency Closing

The Executive Director is authorized to close school(s) in the event of hazardous weather or other emergency that threatens the safety of students, staff members, or school property.

Annual Review

The Board or its designee will annually review each school building's safety and security plans, protocols, and procedures, as well as each building's compliance with the school safety drill plan.

LEGAL REF.:105 ILCS 5/10-20.2, 5/10-20.56, 5/18-12, 5/18-12.5, and 128/.

210 ILCS 74/, Physical Fitness Facility Medical Emergency Preparedness Act.

CROSS REF.:4:175 (Convicted Child Sex Offender; Criminal Background Check and/or Screen; Notifications), 4:180 (Pandemic Preparedness), 5:30 (Hiring Process and Criteria), 8:30 (Visitors to and Conduct on School Property)

ADOPTED:January 8, 2016

4:175 Convicted Child Sex Offender; Fingerprint-Based Criminal Background Check and/or Screening; Notifications

Persons Prohibited on School Property without Prior Permission

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

1. The offender is a parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
2. The offender received permission to be present from the Governing Board, Director, or Director's designee. If permission is granted, the Director or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Director or designee shall supervise a child sex offender whenever the offender is in a child's vicinity. If a student is a sex offender, the Director or designee shall develop guidelines for managing his or her presence in school.

Fingerprint-Based Criminal Background Check and/or Screening

The Executive Director or designee shall perform fingerprint-based criminal history records information checks and/or screenings as required by State law or Board policy for employees; student teachers and student interns; students doing field or clinical experience other than student teaching; contractors' employees who have direct, daily contact with one or more children; and resource persons and volunteers. The Executive Director or designee shall take appropriate action based on the result of any fingerprint-based criminal background check and/or screening.

Notification to Parents/Guardians

The Director shall develop procedures for the distribution and use of information from law enforcement officials under the Sex Offender Community Notification Law and the Murderer and Violent Offender Against Youth Community Notification Law. The Director or designee shall serve as the Cooperative contact person for purposes of these laws. The Director and Building Principal shall manage a process for schools to notify the parents/guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Director or Building Principal determines advisable.

LEGAL REF.:20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3.

730 ILCS 152/, Sex Offender Community Notification Law.

730 ILCS 154/75-105, Murderer and Violent Offender Against Youth Community Notification Law.

CROSS REF.:5:30 (Hiring Process and Criteria), 5:260 (Student Teachers and Student Interns), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property), 8:100 (Relations with Other Organizations and Agencies)

ADOPTED:March 10, 2017

Cooperative Association for Special Education (CASE)

4:180 Pandemic Preparedness

The Board of Directors recognizes that the Cooperative will play an essential role along with the local health department and emergency management agencies in protecting the public's health and safety if an influenza pandemic occurs. Pandemic influenza is a worldwide outbreak of a virus for which there is little or no natural immunity and no vaccine; it spreads quickly to people who have not been previously exposed to the new virus.

To prepare the C.A.S.E. community for a pandemic, the Executive Director or designee shall: (1) learn and understand the roles that the federal, State, and local government would play in an epidemic; (2) form a pandemic planning team consisting of appropriate C.A.S.E. personnel and community members to identify priorities and oversee the development and implementation of a comprehensive pandemic influenza school action plan; and (3) build awareness of the final plan among staff, students, and community.

Emergency School Closing

In the case of a pandemic, any decision for an emergency school closing will be made by the Executive Director in consultation with and, if necessary, at the direction of the local health department, emergency management agencies, and Regional Office of Education.

LEGAL REF.:105 ILCS 5/10-16.7 and 5/10-20.5.

II. Dept. of Public Health Act (Part 1), 20 ILCS 2305/2(b).

III. Emergency Management Agency Act, 20 ILCS 3305.

III. Educational Labor Relations Act, 115 ILCS 5/.

CROSS REF.:1:20 (Cooperative Organization), 2:20 (Powers and Duties of the Board), 4:170 (Safety)

ADOPTED:November 7, 2014

Cooperative Association for Special Education (CASE)

SECTION 5 - PERSONNEL

Cooperative Association for Special Education (CASE)

5:10 Equal Employment Opportunity and Minority Recruitment

C.A.S.E. shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, use of lawful products while not at work, being a victim of domestic or sexual violence, genetic information, physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position, or other legally protected categories as defined by federal or State law. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Pilot Program Act, 410 ILCS 130/.

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this Policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Executive Director shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the Cooperative's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Executive Director or a Complaint Manager for the Uniform Grievance Procedure. The Executive Director shall insert into this Policy the names, addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Cindy D'Ambrosio
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

cdambrosio@casedupage.com
Email

630.942.5600
Telephone

Complaint Managers:

Cindy D'Ambrosio
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

cdambrosio@casedupage.com
Email

630.942.5600
Telephone

Dr. Mary Furbush
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

mfurbush@casedupage.com
Email

630.942.5600
Telephone

The Executive Director shall also use reasonable measures to inform staff members and applicants that the Cooperative is an equal opportunity employer, such as, by posting required notices and including this Policy in the appropriate handbooks.

Minority Recruitment

The Cooperative will attempt to recruit and hire minority employees. The implementation of this Policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This Policy, however, does not require or permit the Cooperative to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

8 U.S.C. §1324a et seq., Immigration Reform and Control Act.

20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972, implemented by 34 C.F.R. Part 106.

29 U.S.C. §206(d), Equal Pay Act.

29 U.S.C. §621 et seq., Age Discrimination in Employment Act.

29 U.S.C. §791 et seq., Rehabilitation Act of 1973.

38 U.S.C. §4301 et seq., Uniformed Services Employment and Reemployment Rights Act (1994).

42 U.S.C. §1981 et seq., Civil Rights Act of 1991.

42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964, implemented by 29 C.F.R. Part 1601.

42 U.S.C. §2000ff et seq., Genetic Information Nondiscrimination Act of 2008.

42 U.S.C. §2000d et seq., Title VI of the Civil Rights Act of 1964.

42 U.S.C. §2000e(k), Pregnancy Discrimination Act.

42 U.S.C. §12111 et seq., Americans with Disabilities Act, Title I.

III. Constitution, Art. I, §§17, 18, and 19.

105 ILCS 5/10-20.7, 5/20.7a, 5/21.1, 5/22.4, 5/23.5, 5/22-19, 5/24-4, 5/24-4.1, and 5/24-7.

410 ILCS 130/40, Compassionate Use of Medical Cannabis Pilot Program Act.

410 ILCS 513/25, Genetic Information Protection Act.

740 ILCS 174/, III. Whistleblower Act.

775 ILCS 5/1-103, 5/2-102, 103, and 5/6-101, III. Human Rights Act.

775 ILCS 35/5, Religious Freedom Restoration Act.

820 ILCS 55/10, Right to Privacy in the Workplace Act.

820 ILCS 70/, Employee Credit Privacy Act.

820 ILCS 75/, Job Opportunities for Qualified Applicants Act.

820 ILCS 112/, III. Equal Pay Act of 2003.

820 ILCS 180/30, Victims' Economic Security and Safety Act.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.:2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; Tobacco Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300, (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 8:70 (Accommodating Individuals with Disabilities)

Cooperative Association for Special Education (CASE)

5:20 Workplace Harassment Prohibited

C.A.S.E. expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. C.A.S.E. employees shall not engage in harassment or abusive conduct on the basis of an individual's race, religion, national origin, sex, sexual orientation, age, citizenship status, disability, or other protected status identified in Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Board policy 7:20, *Harassment of Students Prohibited*.

The District will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment.

Sexual Harassment Prohibited

C.A.S.E. shall provide a workplace environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

C.A.S.E. employees shall not make unwelcome sexual advances or request sexual favors or engage in any unwelcome conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Sexual harassment prohibited by this policy includes, but is not limited to, verbal, physical, or other conduct. The terms intimidating, hostile, or offensive include, but are not limited to, conduct that has the effect of humiliation, embarrassment, or discomfort. Sexual harassment will be evaluated in light of all the circumstances.

Making a Complaint

Employees are encouraged to promptly report information regarding violations of this policy. Employees may choose to report to a person of the employee's same gender. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved employees, if they feel comfortable doing so, should directly inform the person engaging in the harassing conduct or communication that such conduct or communication is offensive and must stop.

Whom to Contact with a Report or Complaint

An employee should report claims of harassment, including making a confidential report, to any of the following: his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager. Employees may also report claims using Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Board policy 2:260, then the Complaint Manager shall process and review the complaint according to that policy, in addition to any response required by this policy 5:20, *Workplace Harassment Prohibited*.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of the C.A.S.E.'s current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Cindy D'Ambrosio
22W600 Butterfield Rd., Glen Ellyn, IL
60137
cdambrosio@casedupage.com
630.942.5600

Complaint Managers:

Cindy D'Ambrosio 22W600 Butterfield Rd., Glen Ellyn, IL 60137 cdambrosio@casedupage.com 630.942.5600	Dr. Mary Furbush 22W600 Butterfield Rd., Glen Ellyn, IL 60137 mfurbush@casedupage.com 630.942.5600
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Investigation Process

Supervisors, Building Principals, or administrators who receive a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator or a Complaint Manager. A supervisor or administrator who fails to promptly forward a report or complaint may be disciplined, up to and including discharge.

Reports and complaints of harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment. The District shall investigate alleged workplace harassment when a Complaint Manager becomes aware of an allegation, regardless of whether a written report or complaint is filed.

Enforcement

A violation of this policy may result in discipline, up to and including discharge. A violation of this policy by a third party will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, i.e., vendor, parent, invitee, etc. Any employee making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, up to and including discharge.

Retaliation Prohibited

An employee's employment, compensation, or work assignment shall not be adversely affected by complaining or providing information about harassment. Retaliation against employees for bringing bona fide complaints or providing information about harassment is prohibited (see Board policy 2:260, *Uniform Grievance Procedure*), and whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and the Ill. Human Rights Act (775 ILCS 5/).

An employee should report allegations of retaliation to his/her immediate supervisor, the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Employees who retaliate against others for reporting or complaining of violations of this policy or for participating in the reporting or complaint process will be subject to disciplinary action, up to and including discharge.

Recourse to State and Federal Fair Employment Practice Agencies

The District encourages all employees who have information regarding violations of this policy to report the information pursuant to this policy. The following government agencies are available to assist employees: the Ill. Dept. of Human Rights and the U. S. Equal Employment Opportunity Commission.

The Executive Director shall also use reasonable measures to inform staff members and applicants of this policy, which shall include reprinting this policy in the appropriate handbooks.

LEGAL REF.:

Title VII of the Civil Rights Act of 1964, 42 U.S.C. §2000e et seq., implemented by 29 C.F.R. §1604.11.

Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., implemented by 34 C.F.R. Part 106.

State Officials and Employees Ethics Act, 5 ILCS 430/70-5(a).

Ill. Human Rights Act, 775 ILCS 5/2-101(E), 5/2-102(D), 5/2-102(E-5), 5/5-102, and 5/5-102.2.

56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.

Burlington Industries v. Ellerth, 524 U.S. 742 (1998).

Crawford v. Metro. Gov't of Nashville & Davidson County, 555 U.S. 271 (2009).

Faragher v. City of Boca Raton, 524 U.S. 775 (1998).

Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).

Harris v. Forklift Systems, 510 U.S. 17 (1993).

Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).

Oncale v. Sundown Offshore Services, 523 U.S. 75 (1998).

Porter v. Erie Foods International, Inc., 576 F.3d 629 (7th Cir. 2009).

Sangamon County Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

Vance v. Ball State University, 133 S. Ct. 2434 (2013).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:10 (Equal Employment Opportunity and Minority Recruitment), 7:20 (Harassment of Students Prohibited)

Adopted: 12/7/2018 11:32:10 AM

Cooperative Association for Special Education (CASE)

5:30 Hiring Process and Criteria

C.A.S.E. hires the most qualified personnel consistent with budget and staffing requirements and in compliance with Board policy on equal employment opportunity and minority recruitment. The Executive Director is responsible for recruiting personnel and making hiring recommendations to the Board. No individual will be employed who has been convicted of a criminal offense listed in Section 5/21-23a of the School Code 5/21B-80(c) of the School Code.

All applicants must complete a C.A.S.E. application in order to be considered for employment.

Job Descriptions

The Executive Director shall develop and maintain a current comprehensive job description for each position or job category; however, a provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

Investigations

The Executive Director or designee shall ensure that a fingerprint-based criminal history records check and a check of the Statewide Sex Offender Database and Violent Offender Against Youth Database is performed on each applicant as required by State law. The Executive Director or designee shall notify an applicant if the applicant is identified in either database. The School Code requires the Board President to keep a conviction record confidential and share it only with the Executive Director, Regional Superintendent, State Superintendent, State Educator Preparation and Licensure Board, any other person necessary to the hiring decision, or for purposes of clarifying the information, the Department of State Police and/or Statewide Sex Offender Database.

Each newly hired employee must complete an Immigration and Naturalization Service Form as required by federal law.

C.A.S.E. retains the right to discharge any employee whose criminal background investigation reveals a conviction for committing or attempting to commit any of the offenses outlined in Section 5/21B-80 of the School Code or who falsifies, or omits facts from, his or her employment application or other employment documents.

The Executive Director shall ensure that C.A.S.E. does not engage in any investigation or inquiry prohibited by law and complies with each of the following:

1. C.A.S.E. uses an applicant's credit history or report from a consumer reporting agency only when a satisfactory credit history is an established bona fide occupational requirement of a particular position.
2. C.A.S.E. does not ask an applicant or applicant's previous employers about claim(s) made or benefit(s) received under the Workers' Compensation Act.
3. C.A.S.E. does not request of an applicant or employee access in any manner to his or her social networking website, including a request for passwords to such sites.
4. C.A.S.E. provides equal employment opportunities to all persons. See policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Physical Examinations

Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examination must be performed by a physician licensed in Illinois, or any other state, to practice medicine and surgery in any of its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations. The employee must have the physical examination performed no more than 90 days before submitting evidence of it to the District.

Any employee may be required to have an additional examination by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, or an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervising physician to perform health examinations, if the examination is job-related and consistent with business necessity. The Board will pay the expenses of any such examination.

Orientation Program

C.A.S.E. staff will provide an orientation program for new employees to acquaint them with the Cooperative's policies and procedures, the school's rules and regulations, and the responsibilities of their position. Before beginning employment, each employee must sign the *Acknowledgement of Mandated Reporter Status* form as provided in policy 5:90, *Abused and Neglected Child Reporting*.

LEGAL REF.:105 ILCS 5/10-21.9 and 5/24-5.

Employee Credit Privacy Act, 820 ILCS 70/.

Right to Privacy in the Workplace Act, 820 ILCS 55/.

Americans with Disabilities Act, 42 U.S.C. §12112, 29 C.F.R. Part 1630.

Immigration Reform and Control Act, 8 U.S.C. §1324a *et seq.*

105 ILCS 5/10-16.7, 5/10-20.7, 5/10-21.4, 5/10-21.9, 5/21B-10, 5/21B-80, 5/10-22.34, 5/10-22.34b, 5/22-6.5, and 5/24-1 *et seq.*

820 ILCS 55/ and 70/.

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E.2d 956 (Ill.App.1, 1985), *aff'd in part and remanded* 505 N.E.2d 314 (Ill., 1987).

Kaiser v. Dixon, 468 N.E.2d 822 (Ill.App.2, 1984).

Molitor v. Chicago Title & Trust Co., 59 N.E.2d 695 (Ill.App.1, 1945).

CROSS REF.:3:50 (Administrative Personnel Other Than the Executive Director), 4:175 (Convicted Child Sex Offender; Fingerprint-Based Criminal Background Check and/or Screening; Notifications), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:40 (Communicable and Chronic Infectious Disease), 5:90 (Abused and Neglected Child Reporting), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:220 (Substitute Teachers), 5:280 (Educational Support Personnel - Duties and Qualifications)

ADOPTED:March 04, 2016

5:35 Compliance with the Fair Labor Standards Act

Job Classifications

The Executive Director will ensure that all job positions are identified as either "exempt" or "non-exempt" according to State law and the Fair Labor Standards Act (FLSA) and that employees are informed whether they are "exempt" or "non-exempt." "Exempt" and "non-exempt" employee categories may include certificated and non-certificated job positions. All non-exempt employees, whether paid on a salary or hourly basis, are covered by minimum wage and overtime provisions.

Workweek and Compensation

The workweek for C.A.S.E. employees will be 12:00 a.m. Monday until 11:59 p.m. Sunday. Non-exempt employees will be compensated for all hours worked in a workweek including overtime. For non-exempt employees paid a salary, the salary is paid for a 40-hour workweek even if an employee is scheduled for less than 40 hours. "Overtime" is time worked in excess of 40 hours in a single workweek.

Overtime

A non-exempt employee shall not work overtime without his or her supervisor's express approval. All supervisors of non-exempt employees shall: (1) monitor overtime use on a weekly basis and report such use to the business office, (2) seek the Executive Director or designee's written pre-approval for any long term or repeated use of overtime that can be reasonably anticipated, (3) ensure that overtime provisions of this policy and the FLSA are followed, and (4) ensure that employees are compensated for any overtime worked. Accurate and complete time sheets of actual hours worked during the workweek shall be signed by each employee and submitted to the business office. The business office will review work records of employees on a regular basis, make an assessment of overtime use, and provide the assessment to the Executive Director.

Suspension Without Pay

No exempt employee shall have his or her salary docked, such as by an unpaid suspension, if the deduction would cause a loss of the exempt status. Licensed employees may be suspended without pay in accordance with Board policy 5:240, *Professional Personnel - Suspension*. Non-licensed employees may be suspended without pay in accordance with Board policy 5:290, *Educational Support Personnel - Employment Termination and Suspensions*.

Implementation

The Executive Director or designee shall implement the policy in accordance with the FLSA, including its required notices to employees. In the event of a conflict between the policy and State or federal law, the latter shall control.

LEGAL REF.:820 ILCS 105/4a.

Fair Labor Standards Act, 29 U.S.C. §201 *et seq.*, 29 C.F.R. Parts 516, 541, 548, 553, 778, and 785.

CROSS REF.:5:240 (Suspension), 5:290 (Employment Termination and Suspensions)

ADOPTED:November 7, 2014

Cooperative Association for Special Education (CASE)

5:40 Communicable and Chronic Infectious Disease

The Executive Director or designee shall develop and implement procedures for managing known or suspected cases of a communicable and chronic infectious disease involving C.A.S.E. employees that are consistent with State and federal law, Illinois Department of Public Health rules, and Board policies.

An employee with a communicable or chronic infectious disease is encouraged to inform the Executive Director immediately. The Executive Director shall hold the employee's medical condition and records in strictest confidence, except to the extent allowed by law.

An employee with a communicable or chronic infectious disease will be permitted to retain his or her position whenever, after reasonable accommodations and without undue hardship, there is no substantial risk of transmission of the disease to others, provided an employee is able to continue to perform the position's essential functions. An employee with a communicable and chronic infectious disease remains subject to the Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination.

LEGAL REF.:Americans With Disabilities Act, 42 U.S.C. §12101 et seq.; 29 C.F.R. §1630.1 et seq., amended by the Americans with Disabilities Act Amendments Act (ADAAA), Pub. L. 110-325.

Rehabilitation Act of 1973, 29 U.S.C. §791; 34 C.F.R. §104.1 et seq.

Department of Public Health Act, 20 ILCS 2305/6.

105 ILCS 5/24-5.

Personnel Record Review Act, 820 ILCS 40/.

Control of Communicable Diseases, 77 Ill.Admin.Code Part 690.

CROSS REF.:5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

5:50 Drug- and Alcohol-Free Workplace; Tobacco Prohibition

All C.A.S.E. workplaces are drug- and alcohol-free workplaces. All employees are prohibited from engaging in any of the following activities while on C.A.S.E. premises or while performing work for C.A.S.E.:

1. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance, or being under the influence of any illegal substance or any detectible use of any illegal substance regardless of when or where the use occurred.
2. Distribution, consumption, use, possession, or being under the influence of an alcoholic beverage; being present on District premises or while performing work for C.A.S.E. when alcohol consumption is detectible, regardless of when and/or where the use occurred.
3. Possession or use of medical cannabis.

For purposes of this policy a controlled substance means a substance that is:

1. Not legally obtainable,
2. Being used in a manner different than prescribed,
3. Legally obtainable, but has not been legally obtained, or
4. Referenced in federal or State controlled substance acts.

As a condition of employment, each employee shall:

1. Abide by the terms of the Board policy respecting a drug- and alcohol-free workplace; and
2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on C.A.S.E. premises or while performing work for C.A.S.E., no later than 5 calendar days after such a conviction.

Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that an employee's work performance is not impaired.

To make employees aware of the dangers of drug and alcohol abuse, the Executive Director or designee shall perform each of the following:

1. Provide each employee with a copy of this policy.
2. Post notice of this policy in a place where other information for employees is posted.
3. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
4. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to C.A.S.E. employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that C.A.S.E. may impose upon employees for violations of this policy.

Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in policy 8:30, *Visitors to and Conduct on School Property*. The prohibition on the use of tobacco products applies both (1) when an employee is on school property, and (2) while an employee is performing work for C.A.S.E. at a school event regardless of the event's location. *Tobacco* shall have the meaning provided in section 10-20.5b of the School Code.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action, including termination. Alternatively, the School Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program.

The Board shall take disciplinary action with respect to an employee convicted of a drug offense in the workplace within 30 days after receiving notice of the conviction.

Should C.A.S.E. employees be engaged in the performance of work under a federal contract or grant, or under a State contract or grant of \$5,000 or more, the Superintendent shall notify the appropriate State or federal agency from which C.A.S.E. receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

LEGAL REF.: Americans With Disabilities Act, 42 U.S.C. §12114.

Compassionate Use of Medical Cannabis Pilot Program, 410 ILCS 130/.

Controlled Substances Act, 21 U.S.C. §812; 21 C.F.R. §1308.11-1308.15.

Drug-Free Workplace Act of 1988, 41 U.S.C. §8101 et seq.

Safe and Drug-Free School and Communities Act of 1994, 20 U.S.C. §7101 et seq.

Drug-Free Workplace Act, 30 ILCS 580/.

105 ILCS 5/10-20.5b.

CROSS REF.: 8:30 (Visitors to and Conduct on School Property)

ADOPTED: December 4, 2015

5:60 Expenses

The Board regulates the reimbursement of all travel, meal, and lodging expenses by resolution. Money shall not be advanced or reimbursed, or purchase orders issued for: (1) the expenses of any person except the employee, (2) anyone's personal expenses, or (3) entertainment expenses. Entertainment includes, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless the entertainment is ancillary to the purpose of the program or event. Employees must submit the appropriate itemized, signed, standardized form(s) to support any requests for expense advancements, reimbursements, or purchase orders that show the following:

1. The amount of the estimated or actual expense, with attached receipts for actual incurred expenses.
2. The name and title of the employee who is requesting the expense advancement or reimbursement. Receipts from group functions must include the names, offices, and job titles of all participants.
3. The date(s) of the official business on which the expense advancement, reimbursement, or purchase order will be or was expended.
4. The nature of the official business conducted when the expense advancement, reimbursement, or purchase order will be or was expended.

Advancements

The Executive Director may advance expenses to teachers and other licensed employees for the anticipated actual and necessary expenses to be incurred while attending meetings that are related to their duties and will contribute to their professional development, provided they fall below the maximum allowed in the Board's expense regulations.

Expense advancement requests must be submitted to the Executive Director or designee on the Cooperative's standardized estimated expense approval form for employees. After spending expense advancements, employees must use the Cooperative's standardized expense reimbursement form and submit to the Executive Director: (a) the itemized, signed advancement voucher that was issued, and (b) the amount of actual expenses by attaching receipts. Any portion of an expense advancement not used must be returned to the Cooperative. Expense advancements and vouchers shall be presented to the Board in its regular bill process.

Reimbursements and Purchase Orders

Expense reimbursements and purchase orders may be issued by the Executive Director or designee to employees, along with other expenses necessary for the performance of their duties, provided the expenses fall below the maximum allowed in the Board's expense regulations.

Expense reimbursements and purchase order approvals are not guaranteed and, when possible, employees should seek pre-approval of expenses by providing an estimation of expenses on the Cooperative's standardized estimated expense approval form for employees, except in situations when the expense is diminutive. When pre-approval is not sought, employees must seek reimbursement on the Cooperative's standardized expense reimbursement form for employees. Expense reimbursements and purchase orders shall be presented to the Board in its regular bill process.

Exceeding the Maximum Allowable Expense Amount(s)

All requests for expense advancements, reimbursements, and purchase orders exceeding the maximum allowed in the Board's expense regulations may only be approved when:

1. The Board's resolution to regulate expenses allows for such approval;
2. An emergency or other extraordinary circumstance exists; and
3. The request is approved by a roll call vote at an open Board meeting.

Registration

When possible, registration fees will be paid by the Cooperative in advance.

Travel

The least expensive method of travel will be used, provided that no hardship will be caused to the employee. Employees will be reimbursed for:

1. Air travel at the coach or economy class commercial airline rate. First class or business class air travel will be reimbursed only if emergency circumstances warrant. The emergency circumstances must be explained on the expense form and Board approval of the additional expense is required. Copies of airline tickets must be attached to the expense form.
2. Rail or bus travel at actual cost. Rail or bus travel costs may not exceed the cost of coach airfare. Copies of tickets must be attached to the expense form to substantiate amounts.
3. Use of personal automobiles at the standard mileage rate approved by the Internal Revenue Service for income tax purposes. The reimbursement may not exceed the cost of coach airfare. Mileage for use of personal automobiles in trips to and from transportation terminals will also be reimbursed. Toll charges and parking costs will be reimbursed.
4. Automobile rental costs when the vehicle's use is warranted. The circumstances for such use must be explained on the expense form.
5. Taxis, airport limousines, or other local transportation costs.

Meals

Meals charged to the Cooperative should represent mid-fare selections for the hotel/meeting facility or general area. Tips are included with meal charges. Expense forms must explain the meal charges incurred. Alcoholic beverages will not be reimbursed.

Lodging

Employees should request conference rate or mid-fare room accommodations. A single room rate will be reimbursed. Employees should pay personal expenses at checkout. If that is impossible, deductions for the charges should be made on the expense form.

Miscellaneous Expenses

Employees may seek reimbursement for other expenses incurred while attending a meeting sponsored by organizations described herein by fully describing the expenses on the expense form, attaching receipts.

LEGAL REF.:105 ILCS 5/10-22.32.

Local Government Travel Expense Control Act, 50 ILCS 150/.

CROSS REF.:2:125 (Board Member Compensation; Expenses), 2:240 (Board Policy Development), 4:50 (Payment Procedures), 4:55 (Use of Credit and Procurement Cards)

ADOPTED:December 2, 2016

5:60-E1 Exhibit - Employee Expense Reimbursement Form

Submit to the Executive Director. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print and attach receipts for all expenditures.

Name: _____ Title/Office: _____

Destination: _____ Purpose: _____

Departure Date: _____ Return Date: _____

Receipts attached Request Date: _____

Approved expense advancement (voucher) attached, if applicable* (Completed 5:60-E2, Employee Estimated Expense Approval Form.)

Actual Expense Report										
*Employees will be reimbursed for actual and necessary expenses that exceed the amount advanced, but must refund any expense advancement that exceeds the actual and necessary expenses incurred. (105 ILCS 5/10-22.32)										
Auto Travel Allowance: _____ per mile										
Date	Mileage		Comm. Travel Expenses	Lodging	Meals			Other		Daily Total
	Miles	Cost			Bkfst	Lunch	Dinner	Item	Cost	
Subtotal										
Advances										
-										
TOTAL (A negative amount indicates refund due from employee.)										
\$										

Director (below maximum allowable amount): Approved Denied

Approved in Part

Executive Director Signature _____ Date _____

Board Action (exceeds maximum allowable amount): Approved Denied

Approved in Part

Employee Signature _____ Date _____

DATED: December 2, 2016

5:60-E2 Exhibit - Employee Estimated Expense Approval Form

Submit to the Executive Director. Use of this form is required by 2:125-E3, Resolution to Regulate Expense Reimbursements. Please print.

Name: _____ Title/Office: _____

Travel Destination: _____ Purpose: _____

Estimated Expenses Approval Requested (50 ILCS 150/20)

Purchase Order Requested Purchase Order #: _____

Expense Advancement Voucher Requested (105 ILCS 5/10-22.32)

Voucher Amount: _____

Estimated Expense Report Departure date: _____ Return date: _____										
Auto Travel Allowance: _____ per mile										
Date	Mileage Miles Cost		Comm. Travel Expenses	Lodging	Meals Bkfst Lunch Dinner			Other Item Cost		Daily Total
Total									\$	

Director (below maximum allowable amount): **Approved** **Denied**

Approved in Part

Executive Director Signature _____ Date _____

Board Action (exceeds maximum allowable amount): **Approved** **Denied**

Approved in Part

Employee Signature _____ Date _____

DATED: December 2, 2016

5:70 Religious Holidays

The Executive Director shall grant an employee's request for time off to observe a religious holiday if the employee gives at least five days' prior notice and the absence does not cause an undue hardship.

Employees may use earned vacation time, or personal leave to make up the absence, provided such time is consistent with the Cooperative's operational needs. A per diem deduction may also be requested by the employee.

LEGAL REF.:Religious Freedom Restoration Act, 775 ILCS 35/15.

Illinois Human Rights Act, 775 ILCS 5/2-101 and 5/2-102.

ADOPTED:November 7, 2014

Cooperative Association for Special Education (CASE)

5:80 Court Duty

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

The Cooperative will pay full salary during the time an employee is absent due to court duty or, pursuant to a subpoena, serves as a witness or has a deposition taken in any school-related matter pending in court. The Cooperative will deduct any fees received for such duties, less mileage and meal expenses, from the employees compensation, or make arrangements for the employee to endorse the fee check to the Cooperative.

An employee should give at least five days' prior notice of pending court duty to the District.

LEGAL REF.:105 ILCS 5/10-20.7.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

5:90 Abused and Neglected Child Reporting

Any C.A.S.E. employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 21, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Illinois Dept. of Children and Family Services (DCFS) on its Child Abuse Hotline 1-800-25-ABUSE (1-800-252-2873)(within Illinois); 1-217-524-2606 (outside of Illinois); or 1-800-358-5117 (TTY), and (2) follow directions given by DCFS concerning filing a written report within 48 hours with the nearest DCFS field office. Any C.A.S.E. employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Executive Director or Building Principal that a report has been made. The Executive Director or Building Principal shall immediately coordinate any necessary notifications to the student's parent(s)/guardian(s) with DCFS, the applicable school resource officer (SRO), and/or local law enforcement.

Any C.A.S.E. employee who discovers child pornography on electronic and information technology equipment shall immediately report it to local law enforcement, the National Center for Missing and Exploited Children's CyberTipline 1-800-THE-LOST (1-800-843-5678) or online at report.cybertip.org/ or www.cybertipline.com. The Executive Director or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any C.A.S.E. employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, Executive Director, or designee who will investigate and take appropriate action. If the hazing results in death or great bodily harm, the employee must first make the report to law enforcement and then to the Executive Director or Building Principal. Hazing is defined as any intentional, knowing, or reckless act directed to or required of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Abused and Neglected Child Reporting Act (ANCRA), School Code, and Erin's Law Training

The Executive Director or designee shall provide staff development opportunities for C.A.S.E. employees in the detection, reporting, and prevention of child abuse and neglect.

All C.A.S.E. employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Executive Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within one year of initial employment and at least every five years after that date.

The Executive Director will encourage all C.A.S.E. educators to complete continuing professional development that addresses the traits and identifiers that may be evident in students who are victims of child sexual abuse, including recognizing and reporting child sexual abuse and providing appropriate follow-up and care for abused students as they return to the classroom setting.

Special Executive Director Responsibilities

The Executive Director shall execute the requirements in Board policy 5:150, *Personnel Records*, whenever another school district requests a reference concerning an applicant who is or was a C.A.S.E. employee and was the subject of a report made by a C.A.S.E. employee to DCFS.

The Executive Director shall notify the State Superintendent and the Regional Superintendent in writing when he or she has reasonable cause to believe that a license holder was dismissed or resigned from the Cooperative as a result of an act that made a child an abused or neglected child. The Executive Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

Special School Board Member Responsibilities

Each individual Board member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board to direct the Executive Director or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.

LEGAL REF.:

105 ILCS 5/10-21.9.

20 ILCS 1305/1-1 et seq., Department of Human Services Act.

325 ILCS 5/, Abused and Neglected Child Reporting Act.

720 ILCS 5/12C-50.1, Criminal Code of 2012.

CROSS REF.: 2:20 (Powers and Duties of the School Board), 5:20 (Workplace Harassment Prohibited), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:150 (Personnel Records), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited)

ADOPTED: April 6, 2018

Cooperative Association for Special Education (CASE)

5: 100 Staff Development Program

The Executive Director or designee shall implement a staff development program. The goal of such program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate the C.A.S.E. and School Improvement Plans so that student learning objectives meet or exceed goals established by C.A.S.E. and the State.

The staff development program shall provide, at a minimum, at least once every two years, the in-service training of licensed school personnel and administrators on current best practices regarding the identification and treatment of attention deficit disorder and attention deficit hyperactivity disorder, the application of non-aversive behavioral interventions in the school environment, and the use of psychotropic or psychostimulant medication for school-age children.

The staff development program shall provide, at a minimum, once every two years, the in-service training of all C.A.S.E. staff on educator ethics, teacher-student conduct, and school employee-student conduct.

In addition, the staff development program shall include each of the following:

1. At least, once every two years, training of all C.A.S.E. staff by a person with expertise on anaphylactic reactions and management.
2. At least every two years, an in-service to train school personnel, at a minimum, to understand, provide information and referrals, and address issues pertaining to youth who are parents, expectant parents, or victims of domestic or sexual violence.
3. Training that, at a minimum, provides C.A.S.E. staff with a basic knowledge of matters relating to acquired immunodeficiency syndrome (AIDS) and the availability of appropriate sources of counseling and referral.
4. Training for school personnel who work with students in grades 7 through 12 to identify the warning signs of mental illness and suicidal behavior in adolescents and teens along with appropriate intervention and referral techniques.
5. Abused and Neglected Child Reporting Act (ANCRA), School Code, and *Erin's Law* Training as follows:
 - a. Staff development for local school site personnel who work with students in grades kindergarten through 8, in the detection, reporting, and prevention of child abuse and neglect (see Policy 5:90, *Abused and Neglected Child Reporting*).
 - b. Within one year of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every five years (see Policy 5:90, *Abused and Neglected Child Reporting*).
 - c. Informing educators about the recommendation in the *Erin's Law* Taskforce Report requesting them to attend continuing professional development programs that address the prevention and identification of child sexual abuse (see Policy 5:90, *Abused and Neglected Child Reporting*).
6. Education for staff instructing students in grades 7 through 12, concerning teen dating violence as recommended by the District's Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students or Complaint Manager.
7. Ongoing professional development for teachers, administrators, school resource officers, and staff regarding the adverse consequences of school exclusion and justice-system involvement, effective classroom management strategies, culturally responsive discipline, and developmentally appropriate disciplinary methods that promote positive and healthy school climates.
8. Annual continuing education and/or training opportunities (*professional standards*) for school nutrition program directors, managers, and staff. Each school food authority's director shall document compliance with this requirement by the end of each school year and maintain documentation for a three-year period.
9. Every 2 years, school personnel who work with students must complete an in-person or online training program on the management of asthma, the prevention of asthma symptoms, and emergency response in the school setting.
10. Instruction in violence prevention and conflict resolution for teachers in grades kindergarten through 12.
11. Training for school personnel to develop cultural competency, including understanding and reducing implicit racial bias.
12. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials.

The Executive Director shall develop protocols for administering youth suicide awareness and prevention education to staff consistent with the C.A.S.E. member Districts' policies on suicide and depression awareness and prevention.

An opportunity shall be provided for all staff members to acquire, develop, and maintain the knowledge and skills necessary to properly administer life-saving techniques and first aid, including the Heimlich maneuver, cardiopulmonary resuscitation, and the use of an automated external defibrillator, in accordance with a nationally recognized certifying organization. Physical fitness facilities' staff must be trained in cardiopulmonary resuscitation and use of an automated external defibrillator.

LEGAL REF.:

Healthy, Hunger-Free Kids Act of 2010, 42 U.S.C. §1758b, Pub. L. 111-296.

7 C.F.R. Parts 210 and 235.

105 ILCS 5/2-3.62, 5/10-20.17a, 5/10-20.60, 5/10-22.6(c-5), 5/10-22.39, 5/10-23.12, 5/22-80(h), and 5/24-5.

105 ILCS 25/1.15, Interscholastic Athletic Organization Act.

105 ILCS 110/3, Critical Health Problems and Comprehensive Health Education Act.

325 ILCS 5/4, Abused and Neglected Child Reporting Act.

745 ILCS 49/, Good Samaritan Act.

23 Ill.Admin.Code §§ 22.20, 226.800, and Part 525.

77 Ill.Admin.Code §527.800.

CROSS REF.: 3:40 (Superintendent), 3:50 (Administrative Personnel Other Than the Director), 4:160 (Environmental Quality of Buildings and Grounds), 5:20 (Workplace Harassment Prohibited), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:250 (Leaves of Absence), 6:15 (School Accountability), 6:20 (School Year Calendar and Day), 7:20 (Harassment of Students Prohibited), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 7:185 (Teen Dating Violence Prohibited), 7:285 (Food Allergy Management Program), 7:290 (Suicide and Depression Awareness and Prevention)

ADOPTED: April 6 2018

Cooperative Association for Special Education (CASE)

5:120 Employee Ethics; Conduct; and Conflict of Interest

Professional and Appropriate Conduct

All C.A.S.E. employees are expected to maintain high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional and appropriate relationships with students, parents, staff members, and others. In addition, the *Code of Ethics for Illinois Educators*, adopted by the Illinois State Board of Education, is incorporated by reference into this policy. Any employee who sexually harasses a student or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Statement of Economic Interests

The following employees must file a "Statement of Economic Interests" as required by the Illinois Governmental Ethics Act, 5 ILCS 420/4A-101:

1. Executive Director;
2. Building Principal;
3. Head of any department;
4. Any employee who, as the Cooperative's agent, is responsible for negotiating one or more contracts, including collective bargaining agreement(s), in the amount of \$1,000 or greater;
5. Hearing officer;
6. Any employee having supervisory authority for 20 or more employees; and
7. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Board Policy 2:105, *Ethics and Gift Ban*, applies to all C.A.S.E. employees. Students shall not be used in any manner to promote a political candidate or issue.

Prohibited Interests: Conflict of Interest, and Limitation of Authority

In accordance with Section 22-5 of the *Illinois School Code*, "no school officer or teacher shall be interested in the sale, proceeds, or profits of any book, apparatus, or furniture used or to be used in any school with which such officer or teacher may be connected," except when the employee is the author or developer of instructional materials listed with the Illinois State Board of Education and adopted for use by the Board. An employee having an interest in instructional materials must file an annual statement with the Board Secretary.

For the purpose of acquiring profit or personal gain, no employee shall act as an agent of the Cooperative nor shall an employee act as an agent of any business in any transaction with the Cooperative. This includes participation in the selection, award or administration of a contract supported by a federal award when the employee has a real or apparent conflict of interest as defined by 2 C.F.R. §200.318(c)(1). Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or contracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Board policy 2:105, *Ethics and Gift Ban*.

Outside Employment

Employees shall not engage in any other employment or in any private business during regular working hours or at such other times as are necessary to fulfill appropriate assigned duties.

Any outside employment on behalf of students who are eligible for or receiving C.A.S.E. services creates a possible conflict of interest. Accordingly, C.A.S.E. employees may not accept outside employment on behalf of any student who is enrolled in any C.A.S.E. member district or who receives services in any C.A.S.E. operated program for special education students unless approved in writing by the Executive Director or his/her designee.

Incorporated

by reference:5:120-E (Exhibit - Code of Ethics for Illinois Educators)

LEGAL REF.:U.S. Constitution, First Amendment.

2 C.F.R. §200.318(c)(1).

5 ILCS 420/4A-101 and 430/.

50 ILCS 135/.

105 ILCS 5/10-22.39 and 5/22-5.

775 ILCS 5/5A-102.

23 Ill.Admin.Code Part 22, Code of Ethics for Illinois Educators.

Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).

Garceiti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.:2:105 (Ethics and Gift Ban), 4:60 (Purchases and Contracts), 5:100 (Staff Development Program)

ADOPTED:August 4, 2017

5: 125 Personal Technology and Social Media; Usage and Conduct

Inappropriate use of personal technology and social media by staff members may interfere with an environment conducive to learning, with the privacy rights of students and fellow staff members, or with the property interests of others, and may create school records not properly available for retention, review or disclosure. To avoid these potential problems, staff members are restricted in their use of personal technology and social networks as directed herein.

Definitions

Includes - Means "includes without limitation" or "includes, but is not limited to."

Staff member - Any employee, school official, or volunteer of the Cooperative.

Immediate family members - A parent, legal guardian, step-parent, sibling, grandparent, aunt, uncle, or first cousin.

Social media - Media for social interaction, using highly accessible communication techniques through the use of web-based and mobile technologies to turn communication into interactive dialogue. Without limitation, this includes, but is not limited to, services such as *Facebook*, *LinkedIn*, *Twitter*, *Instagram*, *Snapchat*, and *YouTube*.

Personal technology - Any device that is not owned or leased by the Cooperative or otherwise authorized for Cooperative use and which is designed to: (1) transmit sounds, images, text, messages, videos, or electronic information, (2) electronically record, play, or store information, or (3) access the Internet, or private communication or information networks. This includes desktop computers, laptop computers (e.g., laptops, ultrabooks, and chromebooks), tablets (e.g., iPads®, Kindle®, Microsoft Surface®, and other Android® platform or Windows® devices), smartphones (e.g., iPhone®, BlackBerry®, Android® platform phones, and Windows Phone®), and other devices (e.g., iPod®, cellular phones, personal digital assistants (PDAs)).

Rules of Conduct

All staff members who use personal technology and social media shall:

1. Adhere to the high standards for appropriate school relationships required by Policy 5:120, *Employee Ethics; Conduct; and Conflict of Interest* at all times, regardless of the ever-changing social media and personal technology platforms available. Do not post images or private information in a manner readily accessible to students and other employees that is inappropriate for those persons to view. Without limitation, this includes content prohibited by Policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20. Specifically, do not "friend" students on *Facebook* or otherwise use social media to establish peer-equivalent relationships with students.
2. Use a Cooperative-provided or supported method whenever possible to communicate with staff members, students and parents/guardians for legitimate school-sponsored functions or for genuine school purposes. Specifically, do not text or email students using personal technology and do use Cooperative-provided media to communicate with students and parents/guardians regarding school matters.
3. Do not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Do not use personal technology and social media to share, publish, or transmit information about or images of students without proper approval.
5. Refrain from using the Cooperative's logos without permission from the Executive Director or designee and follow Board Policy 5:170, *Copyright*, and all Cooperative copyright compliance procedures.
6. Do not represent oneself as speaking on behalf of the Board of Directors or the Cooperative; when identifying oneself by relationship to the Cooperative, expressly disclaim Board, Cooperative or school endorsement of the content.
7. Use personal technology and social media for personal purposes only during non-work times or hours, except in the case of emergencies. Any use at school or school functions must be during duty-free periods and must occur during such times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
8. Assume any and all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate materials through the staff member's personal technology or social media. The Board of Directors expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its staff members' personal technology and social media.

Prohibited Use

No staff member may use personal technology or social media in a manner so as to interfere with or be disruptive to the learning or working environment at school or the delivery of educational or educational support services, or to violate the legitimate privacy expectations of students or others. This includes using personal technology or social media to engage in any of the following acts, except as part of a legitimate school-sponsored function or for genuine school purposes, regardless of the time and place of the acts unless otherwise noted:

- Take pictures or video of students;
- Record audio of students;
- Text students;
- E-mail students;
- "Friend" students on *Facebook* or similar social networks;
- "Tweet" or otherwise communicate with students on *Twitter* or similar social blogging service;
- Post images or private information about themselves or others in a manner readily accessible to students and which images or information is inappropriate to share with students (e.g., *Snapchat*); or
- Post or transmit images or information about a student to another staff member or third party.

The uses of personal technology or social media prohibited above do not apply to a student's immediate family members who are staff members, provided that such use is limited to information or images concerning or transmitted to that particular student only, or concerning or transmitted to other students if those other students are included only inadvertently or inconsequentially, and provided that action does not interfere with and is not disruptive to the school environment or the delivery of educational or educational support services, and does not violate the legitimate privacy expectations of others.

Enforcement

A staff member who violates this Policy will be subject to remedial and other appropriate disciplinary action including, but not limited to, prohibiting the staff member from possessing and/or using any personal technology or social media on school grounds, payment to indemnify the Cooperative for any losses incurred by the Cooperative arising from such violation, and suspension with or without pay or termination from employment.

A staff member will not be disciplined for a first-time violation which is inadvertent or inconsequential, but may receive a warning for the first-time violation.

Notice to Employees, Students, Parents, and Community

The Executive Director or designee shall:

1. Inform Cooperative employees about this Policy during the in-service training(s) annually.
2. Direct Building Principals to provide their building staff members with the following during staff orientation annually:
 - a. A copy of this Policy.
 - b. A reminder about the importance of maintaining high standards in their school relationships.
 - c. A reminder that staff members who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Take steps to build awareness of this policy with students, parents, and the community.
4. Ensure that no one for the Cooperative, or on its behalf, requests of an employee or applicant access in any manner to his or her personal social networking website or requests passwords to such sites.

Review and Procedures

The Executive Director or designee shall periodically review this Policy in consultation with staff members for appropriate updating and presenting recommendations for revisions to the Board of Directors. The Executive Director may adopt procedures to provide more specific directive, consistent with this Policy, with respect to particular usages, platforms, settings, and exceptions.

LEGAL REF.:

105 ILCS 5/21B-75 and 5/21B-80.

Ill. Human Rights Act, 775 ILCS 5/5A-102.

Code of Ethics for Ill. Educators, 23 Ill.Admin.Code §22.20.

Ill. Right to Privacy in the Workplace Act, 820 ILCS 55/20(b)

Garcelli v. Ceballos, 547 U.S. 410 (2006).

Pickering v. High School Dist. 205, 391 U.S. 563 (1968).

Mayer v. Monroe County Community School Corp., 474 F.3d 477 (7th Cir. 2007).

CROSS REF.: 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Conduct; and Conflict of Interest), 5:130 (Responsibilities Concerning Internal Information), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 6:235 (Access to Electronic Networks), 7:20 (Harassment of Students Prohibited), 7:340 (Student Records)

ADOPTED: February 3, 2017

5:130 Responsibilities Concerning Internal Information

C.A.S.E. employees are responsible for maintaining: (1) the integrity and security of all internal information, and (2) the privacy of confidential records, including but not limited to: student school records, personnel records, and the minutes of, and material disclosed in, a closed Board of Directors meeting. Internal information is any information, oral or recorded in electronic or paper format, maintained by the Cooperative or used by the Cooperative or its employees. The Executive Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information.

LEGAL REF.:Family Educational and Privacy Rights Act, 20 U.S.C. §1232g.

Uses and Disclosures of Protected Health Information; General Rules, 45 C.F.R. §164.502.

III. Freedom of Information Act, 5 ILCS 140/.

Local Records Act, 50 ILCS 205/.

105 ILCS 10/.

Personnel Record Review Act, 820 ILCS 40/.

CROSS REF.:2:140 (Communications To and From the Board), 2:250 (Access to Cooperative Public Records), 5:150 (Personnel Records), 7:340 (Student Records)

ADOPTED:November 7, 2014

Cooperative Association for Special Education (CASE)

5:150 Personnel Records

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

The Executive Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Board policy. Records, as determined by the Executive Director, are retained for all employment applicants, employees, and former employees given the need for the Cooperative to document employment-related decisions, evaluate program and staff effectiveness, and comply with government recordkeeping and reporting requirements. Personnel records shall be maintained in the C.A.S.E.'s administrative office, under the Executive Director's direct supervision.

Access to personnel records is available as follows:

1. An employee will be given access to his or her personnel records according to State law and guidelines developed by the Executive Director.
2. An employee's supervisor or other management employee who has an employment or business-related reason to inspect the record is authorized to have access.
3. Anyone having the respective employee's written consent may have access.
4. Access will be granted to anyone authorized by State or federal law to have access.
5. All other requests for access to personnel information are governed by Board policy 2:250, *Access to District Public Records*.

The Executive Director or designee shall manage a process for responding to inquiries by a prospective employer concerning a current or former employee's job performance. The Executive Director shall execute the requirements in the Abused and Neglected Child Reporting Act whenever another school district asks for a reference concerning an applicant who is or was a C.A.S.E. employee and was the subject of a report made by a C.A.S.E. employee to DCF.

When requested for information about an employee by an entity other than a prospective employer, the Cooperative will only confirm position and employment dates unless the employee has submitted a written request to the Executive Director or designee.

LEGAL REF.:745 ILCS 46/10.

820 ILCS 40/.

23 Ill.Admin.Code §1.660.

CROSS REF.:2:250 (Access to Cooperative Public Records), 7:340 (Student Records)

ADOPTED:December 5, 2014

Cooperative Association for Special Education (CASE)

5:170 Copyright

Works Made for Hire

The Executive Director shall manage the development of instructional materials and computer programs by employees during the scope of their employment in accordance with State and federal laws and Board policies. Whenever an employee is assigned to develop instructional materials and/or computer programs, or otherwise performs such work within the scope of his or her employment the Cooperative shall be the owner of the copyright.

Copyright Compliance

While staff members may use appropriate supplementary materials, it is each staff member's responsibility to abide by the Cooperative's copyright compliance procedures and to obey the copyright laws. The Cooperative is not responsible for any violations of the copyright laws by its staff or students. A staff member should contact the Executive Director or designee whenever the staff member is uncertain about whether using or copying material complies with the Cooperative's procedures or is permissible under the law, or wants assistance on when and how to obtain proper authorization. No staff member shall, without first obtaining the permission of the Executive Director or designee, install or download any program on a C.A.S.E.-owned technology. At no time shall it be necessary for a C.A.S.E. staff member to violate copyright laws in order to properly perform his or her duties.

Copyright Infringement: Designation of District Digital Millennium Copyright Act (DMCA) Agent

The employee listed below receives complaints about copyright infringement within the use of the District's online services. The Executive Director or designee will register this information with the federal Copyright Office as required by federal law.

District DMCA Agent:

Cindy D'Ambrosio

22W600 Butterfield Road, Glen Ellyn, IL 60137

cdambrosio@casedupage.com

630/942-5600

LEGAL REF.:

Federal Copyright Law of 1976, 17 U.S.C. §101 et se

105 ILCS 5/10-23.10.

CROSS REF.:6:235 (Access to Electronic Networks)

Adopted: 12/7/2018 11:32:37 AM

Cooperative Association for Special Education (CASE)

5:180 Temporary Illness or Temporary Incapacity

A temporary illness or temporary incapacity is an illness or other capacity of ill-being that renders an employee physically or mentally unable to perform assigned duties. During such a period, the employee can use accumulated sick leave benefits. However, income received from other sources (worker's compensation, C.A.S.E.-paid insurance programs, etc.) will be deducted from the Cooperative's compensation liability to the employee. The Board of Directors' intent is that in no case will the employee, who is temporarily disabled, receive more than 100 percent of their gross salary.

Those insurance plans privately purchased by the employee and to which the Cooperative does not contribute, are not applicable to this policy.

If illness, incapacity, or any other condition causes an employee to be absent in one school year, after exhaustion of all available leave, for more than 90 consecutive work days, such absence may be considered a permanent disability and the Board may begin dismissal proceedings subject to State and federal law, including the Americans with Disabilities Act. The Superintendent may recommend this paragraph's use when circumstances strongly suggest that the employee returned to work intermittently in order to avoid this paragraph's application. This paragraph shall not be considered a limitation on the Board's authority to take any action concerning an employee that is authorized by State and federal law.

Any employee may be required to have an examination, at the Cooperative's expense, by a physician who is licensed in Illinois to practice medicine and surgery in all its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the authority by his or her supervisor to perform health examinations if the examination is job-related and consistent with business necessity.

Please also refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

LEGAL REF.:Americans with Disabilities Act, 42 U.S.C. §12102.

105 ILCS 5/10-22.4, 5/24-12, and 5/24-13.

Elder v. School Dist. No.127 1/2, 208 N.E.2d 423 (Ill.App.1, 1965).

School District No. 151 v. ISBE, 507 N.E.2d 134 (Ill.App.1, 1987).

CROSS REF.:5:30 (Hiring Process and Criteria), 5:185 (Family and Medical Leave), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

5: 185 Family and Medical Leave

The U.S. Department of Labor's rules ("federal rules") implementing the Family and Medical Leave Act ("FMLA"), as they may be amended from time to time, control FMLA leave.

Eligibility

Any C.A.S.E. employee who has been employed for at least 12-months and who has worked a minimum of 1,250 hours in the preceding twelve months may take an unpaid leave of absence for one or more of the following reasons:

- In order to provide care for a son or daughter during the 12-month period after the birth of that child;
- In order to provide care for a son or daughter during the 12-month period after the child is adopted or placed in foster care of the employee;
- In order to provide care for a son, daughter, spouse or parent with a serious health condition;
- In order to recover from or treat the serious health condition of the employee;
- The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty (or has been notified of an impending call or order to active duty), as provided in federal rules; or
- To care for the employee's spouse, child, parent, or next of kin who is a covered servicemember with a serious injury or illness, as provided in federal rules.

An eligible employee may take FMLA leave for up to a combined total of 12 work weeks of unpaid leave for the above-stated reasons during a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Additionally, leave may be taken in increments of less than 12 weeks. An employee also may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules. Any leave taken for the above-stated purposes will be counted towards the 12 weeks of allowed FMLA leave. However, C.A.S.E. will not consider any period of previous employment that occurred more than seven years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning C.A.S.E.'s intention to rehire the employee.

During a single 12-month period, an eligible employee's FMLA leave entitlement may be extended to a total of 26 weeks of unpaid leave to care for a covered servicemember (defined in the federal rules) with a serious injury or illness. The "single 12-month period" is measured forward from the date the employee's first FMLA leave to care for the covered servicemember begins.

Spouses who are eligible for FMLA leave and who are both employed by C.A.S.E. will be limited to a combined total of 26 weeks to care for a covered servicemember as specified above and to a combined 12 weeks of unpaid FMLA leave during any 12-month period if the leave is taken:

- for birth of the employee's son or daughter or to care for the child after birth;
- for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement; or
- to care for the employee's parent with a serious health condition.

"Serious Health Condition"

A "serious health condition" is defined as an illness, injury, impairment, or physical or mental condition which involves inpatient care in a hospital, hospice, or residential medical care facility, including any period of incapacity, or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider. A serious health condition involving continuing treatment by health care provider includes:

(1) Incapacity for more than three consecutive calendar days and any subsequent treatment or

period of incapacity relating to the same condition that also involves:

- a. treatment two or more times by a health care provider, or a nurse or physician's assistant under the direct supervision of a health care provider, or a provider of health care services (e.g., a physical therapist) under orders of, or referral by, a health care provider; or
- b. treatment by a health care provider on one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(2) Any period of incapacity due to pregnancy, or prenatal care.

(3) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A "chronic serious health condition" is one that requires at least two visits to a health care provider (or other health care professional under the supervision of a health care provider) per year; continues over an extended period of time; and may cause episodic rather than continuing periods of incapacity (e.g., asthma, diabetes, or epilepsy).

(4) A period of incapacity, which is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's disease, stroke, or a terminal disease). In such instances the individual must be under the supervision of, but need not be receiving active treatment from, a health care provider.

(5) A period of absence to receive or recover from multiple treatments by, or as prescribed by, a health care provider either for restorative surgery after an accident or other injury or for a condition (including but not limited to cancer, severe arthritis or kidney disease) that would likely result in a period of incapacity of more than three consecutive days in absence of medical intervention or treatment.

The term "treatment," as used in this Policy, includes: examinations to determine if a serious health condition exists and evaluations of the condition; a regimen of therapy requiring special equipment to resolve or alleviate a health condition (e.g., oxygen); or a course of prescription medication. The term "treatment", however, does not include routine physical, eye, or dental examinations; conditions for which cosmetic treatments are administered (unless treatment involves inpatient hospital care or complications arise); or a regimen of treatment that consists of taking over-the-counter medications, bed-rest, drinking fluids, exercise, or other similar activities that can be initiated without a visit to a health care provider.

Substance abuse may constitute a serious health condition under this policy if the condition satisfies the definition set forth in sections II(A) or II(B) above.

An employee may not only take FMLA leave due to treatment for substance abuse by a health care provider, or a provider of health care services on referral by a health care provider. Absence resulting from the employee's substance use, but unrelated to treatment, does not qualify for FMLA leave.

Notice

Employees must provide at least 30 days' advance notice before FMLA leave is to begin if the need for leave is foreseeable based on an expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or of family member. If 30 days' notice is not practicable because of lack of knowledge of a medical emergency, notice must be given as soon as practicable. Medical certification or other documentation will be required by C.A.S.E. to support the request for leave.

Further, C.A.S.E. may require an employee to obtain a second and third opinion at its expense when it has reason to doubt the validity of a medical certification.

C.A.S.E. may require recertification at reasonable intervals, but not more often than once every 30 days. Regardless of the length of time since the last request, C.A.S.E. may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) C.A.S.E. receives information that casts doubt upon the continuing validity of the original certification. Recertification is at the employee's expense and must be provided to C.A.S.E. within 15 calendar days after the request. C.A.S.E. may request recertification every 6 months in connection with any absence by an employee needing an intermittent or reduced schedule leave for conditions with a duration in excess of six months.

When the leave is to care for a covered servicemember with a serious illness or injury, the employee must provide a certificate completed by an authorized health care provider for the covered servicemember.

When the leave is because of a qualified exigency, the employee must provide a copy of the covered military member's active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member's active duty service.

When the approximate timing of, or the need for, leave is not foreseeable, an employee should give notice as soon as practicable under the facts and circumstances. It is expected that an employee will give notice within two working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible.

The regulations now provide that C.A.S.E. may retroactively designate leave as FMLA leave by providing the affected employee with the general written designation notice required by Section 825.300, provided C.A.S.E.'s failure to timely designate leave does not cause harm or injury to the employee. C.A.S.E. and the employee may also mutually agree that the leave be retroactively designated as FMLA leave.

The employee should provide notice in writing to the Executive Director or his/her designee. However, notice may be provided in person, by telephone, telegraph, fax transmittal or other electronic means. If the employee is unable to personally provide notice, notice may be given by the employee's spokesperson (e.g., spouse, adult family member or other responsible person).

Return from Leave

An employee returning from leave of 12 weeks or less under this policy will be restored to his or her former position or to an equivalent position with equivalent pay, benefits and other terms and conditions of employment. An employee's position will not be held beyond twelve weeks unless required pursuant to a collective bargaining agreement. An employee who fails to return to work at the expiration of his or her leave will be considered to have abandoned his or her position. The employee will not accrue seniority or benefits during the leave. If returning from FMLA leave occasioned by the employee's own serious health condition, the employee is required to obtain and present certification from the employee's health care provider that he or she is able to resume work.

Upon return from the employee's FMLA, C.A.S.E. may require the employee to participate in the Advantage EAP, "Fitness for Duty" program.

Concurrent Use of Benefit Days

Employees are required to use accrued sick/personal and/or vacation days concurrently with any leave taken pursuant to this policy, subject to applicable restrictions in the Board rules and/or collective bargaining agreements. Additionally, leaves of absences provided for by collective bargaining agreements, Board rules, or other Board policies may be taken for the above-stated reasons, and will be counted towards the employee's 12 weeks of allowed FMLA leave. To the extent an employee is covered by a collective bargaining agreement with a provision that provides leaves of absence benefits which are greater than those described in this policy, the provision of the collective bargaining agreement shall govern.

All approved worker's compensation time off greater than three working days shall run concurrently with any eligible FMLA.

Healthcare Benefits

During the 12-week period of approved FMLA leave, an employee's health care benefits will be maintained, so long as the employee continues to make his or her employee contribution as appropriate. C.A.S.E. may recover the premium that C.A.S.E. paid for maintaining coverage for the employee if the employee fails to return to work at the expiration of the FMLA leave. The employee's return shall be excused consistent with the FMLA regulations found at 29 CFR 825.213, if the reason the employee does not return is due to: (1) the continuation, recurrence, or onset of either a serious health condition of the employee or the employee's family member, or a serious injury or illness of a covered servicemember, which would otherwise entitle the employee to leave under FMLA; or (2) other circumstances beyond the employee's control.

Instructional Employees

Instructional Employees, defined as those whose principle function is to teach and instruct students in a class, small group, or an individual setting, are subject to special FMLA leave rules:

- (1) Leave taken for a period that ends with the school year begins the next semester is leave taken consecutively rather than intermittently and any period during the summer vacation when the employee would not have been required to report for work is not counted against the employee's FMLA leave entitlement.
- (2) If an eligible instructional employee needs intermittent leave or leave on a reduced leave schedule, which is foreseeable based on planned medical treatment, and the employee would be on leave for more than 20 percent of the total number of working days over the period the leave would extend, the employee will be required to take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment or may be transferred to an available alternate position.
- (3) If an instructional employee does not give required notice of foreseeable FMLA leave (see above) to be taken intermittently or on a reduced leave schedule, the employee may be required to take an FMLA leave of a particular duration or to delay taking the leave until the notice provision has been met.
- (4) If an instructional employee begins a leave more than five weeks before the end of a semester, the leave would last at least three weeks, and the employee would return to work during the three-week period before the end of the semester, the employee may be required to continue taking the leave until the end of the semester.
- (5) If an instructional employee begins a leave for a purpose other than the employee's own serious health condition during the five-week period before the end of the semester, the leave would last more than two weeks, and the employee would return to work during the two-week period before the end of the semester, the employee may be required to continue taking the leave until the end of the semester.
- (6) If an instructional employee begins a leave for a purpose other than the employee's own serious health condition during the three-week period before the end of the semester, and the leave would last more than five working days, the employee may be required to continue taking the leave until the end of the semester.

Key Employees

"Key employees" are defined as those salaried FMLA-eligible employees who are among the highest paid ten percent of all C.A.S.E. employees. A key employee may be denied reinstatement after an FMLA leave if the Board determines that reinstatement will cause substantial and grievous economic injury to C.A.S.E. operations.

If the Board believes that reinstatement may be denied to a key employee, the Board will give the employee written notice that she or he qualifies as a key employee, and will fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the Board determines that the employee will not be reinstated from FMLA leave. The Board will provide said notice and information at the time the employee gives notice of the need for FMLA leave, or when FMLA leave begins, if earlier. If the notice cannot be given immediately because of the need to determine whether the employee qualifies as a key employee, the notice will be given as soon as practicable. The notice will be served either in person or by certified mail, and will explain the basis for the Board's finding that substantial and grievous economic injury will result, and, if leave has commenced, will provide the employee a reasonable time in which to return to work, taking into account the circumstances, such as the length of the leave and the urgency of the need for the employee to return.

If the employee does not return to work in response to the Board's notification of intent to deny restoration, the employee continues to be entitled to maintenance of health benefits and the Board may not recover the cost of health benefit premiums. The employee's rights under the FMLA continue unless and until the employee either gives notice that s/he no longer wishes to return to work or the Board actually denies reinstatement at the conclusion of the leave period.

After notice to the employee that substantial and grievous economic injury will result if the employee is reinstated to employment, an employee is still entitled to request reinstatement at the end of the leave period even if the employee did not return to work in response to the Board's notice. The Board must then again determine whether there will be substantial and grievous economic injury from reinstatement, based on the facts at that time. If it is determined that substantial and grievous injury will result, the Board shall notify the employee in writing (in person or by certified mail) of the denial of restoration.

Implementation

The Executive Director or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this Policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

LEGAL REF.: Family and Medical Leave Act, 29 U.S.C. §2601 et seq., 29 C.F.R. Part 825.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: September 2, 2016

5:190 Teacher Qualifications

A teacher, as the term is used in this policy, refers to a C.A.S.E. employee who is required to be licensed under State law. Each teacher must:

- a. Have a valid Illinois Professional Educator License issued by the State Executive Director of Education with the required endorsements as provided in the School Code.
- b. Provide the Cooperative administrative office with a complete transcript of credits earned in institutions of higher education.
- c. On or before September 15 of each year, unless otherwise provided in an applicable collective bargaining agreement, provide the Cooperative administrative office with a transcript of any credits earned since the date the last transcript was filed.
- d. Notify the Executive Director of any change in the teacher's transcript.

The Executive Director or designee shall:

1. Monitor compliance with State and federal law requirements that teachers be appropriately licensed; and
2. Through incentives for voluntary transfers, professional development, recruiting programs, or other effective strategies, ensure that minority students and students from low-income families are not taught at higher rates than other students by unqualified, out-of-field, or inexperienced teachers.

Please also refer to the current Contractual Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Educational Association, Illinois Education Association - NEA.

LEGAL REF.:20 U.S.C. §6312(e)(1)(A).

105 ILCS 5/10-20.15, 5/21-11.4, 5/21B-15, 5/21B-20, 5/21B-25, and 5/24-23.

23 Ill.Admin.Code §1.610 et seq., §1.705 et seq., and Part 25.

ADOPTED:February 3, 2017

Cooperative Association for Special Education (CASE)

5:200 Terms and Conditions of Employment and Dismissal

The Board of Directors delegates authority and responsibility to the Executive Director to manage the terms and conditions for the employment of professional personnel. The Executive Director shall act reasonably and comply with State and federal law as well as any applicable collective bargaining agreement in effect. The Executive Director is responsible for making dismissal recommendations to the Board consistent with the Board's goal of having a highly qualified, high performing staff.

Duty-Free Lunch

Teachers employed for at least four hours per day shall receive a duty-free lunch equivalent to the student lunch period, or 30 minutes, whichever is longer.

Please also refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

School Calendar

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

Nursing Mothers

C.A.S.E. accommodates employees who are nursing mothers according to provisions in the Nursing Mothers in the Workplace Act and Federal Law.

Salary

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

Assignments and Transfers

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

School Social Worker Services Outside of C.A.S.E. Employment

School social workers may not provide services outside of their C.A.S.E. employment to any student(s) attending school in a C.A.S.E. member District. *School social worker* has the meaning stated in 105 ILCS 5/14-1.09a.

Dismissal

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

Evaluation

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association – NEA.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-20.60 (P.A. 100-356, final citation pending), 5/14-1.09a, 5/18-8, 5/22.4, 5/24-16.5, 5/24-2, 5/24-8, 5/24-9, 5/24-11, 5/24-12, 5/24-21, 5/24A-1 through 24A-20.

820 ILCS 260/1 et seq.

23 Ill.Admin.Code Parts 50 (Evaluation of Certified Employees) and 51 (Dismissal of Tenured Teachers).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

ADOPTED: April 6, 2018

Cooperative Association for Special Education (CASE)

5:210 Resignations

Tenured teachers may resign at any time with consent of the Board of Directors or by written notice sent to the Board Secretary at least 30 days before the intended date of resignation. However, no teacher may resign during the school term in order to accept another teaching position without the consent of the Board.

LEGAL REF.:105 ILCS 5/24-14.

Park Forest Heights School Dist. v. State Teacher Certification Bd., 842 N.E.2d 1230 (Ill.App.1st 2006).

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

5:220 Substitute Teachers

The Executive Director or designee may employ substitute teachers as necessary to replace teachers who are temporarily absent.

A substitute teacher must hold either a valid teaching or substitute license and may teach in the place of a licensed teacher who is under contract with the Board. There is no limit on the number of days that a substitute teacher may teach in the Cooperative during the school year, except as follows:

1. A substitute teacher holding a substitute license may teach for any one licensed teacher under contract with the Cooperative only for a period not to exceed 90 school days.
2. A teacher holding a Professional Educator License or Educator License with Stipulations may teach for any one licensed teacher under contract with the Cooperative only for a period not to exceed 120 school days.

The Teachers' Retirement System (TRS) in Illinois limits a substitute The Illinois Teachers' Retirement System (TRS) limits a substitute teacher who is a TRS annuitant to substitute teaching for a period not to exceed 100 paid days or 500 paid hours in any one school year.

The Board establishes a daily rate of pay for substitute teachers. Substitute teachers receive only monetary compensation for time worked and no other benefits.

Emergency Situations

A substitute teacher may teach when no licensed teacher is under contract with the Board if the Cooperative has an emergency situation as defined in State law. During an emergency situation, a substitute teacher is limited to 30 calendar days of employment per each vacant position. The Executive Director or designee shall notify the appropriate Regional Office of Education within 5 business days after the employment of a substitute teacher in an emergency situation.

LEGAL REF.:105 ILCS 5/21B-20(3) and 24-5.

23 Ill.Admin.Code §25.520.

CROSS REF.:5:30 (Hiring Process and Criteria)

ADOPTED:March 04, 2016

Cooperative Association for Special Education (CASE)

5:232 The Basis and Use of Physical Force/Restraint at Glenwood Academy

It shall be the policy of the Cooperative Association for Special Education to authorize and permit its certified staff and other staff under their supervision to use reasonable physical force/restraint to control and protect students, protect staff, protect other persons, school district and Cooperative property and to control conduct deemed by the staff to be disruptive of the educational process.

The utilization of reasonable physical force/restraint shall also be authorized by inclusion of its use in an IEP.

Modification of conduct and maintenance of discipline shall be the primary reason for authorizing and/or utilizing physical force/restraint.

Under no circumstances shall students be permitted or authorized to utilize physical force or restraint on behalf of C.A.S.E. or any of its participating school districts.

A hand-written signed and dated narrative explanation of how, when and why force/restraint was utilized must be submitted no later than one working day after its use. The explanation is to be considered a temporary record within the meaning of the Illinois School Students Records Act. The explanation shall be submitted to the student file for review and investigation.

The policy shall extend to all programs sponsored by Glenwood Academy and to field trips and other such activities.

Parents/guardians of students shall be informed of this policy annually.

LEGAL REF.:The Education of All Handicapped Children Act.

Ill.Rev.Stat., ch.122,para.24-24.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

5:240 Suspension

Suspension Without Pay

The Executive Director, or his/her designee, may suspend a professional employee (for up to ten (10) employment days) without pay for misconduct that is detrimental to C.A.S.E. The Board of Directors may suspend without pay: (1) a professional employee pending a dismissal hearing, or (2) a professional employee as a disciplinary measure for misconduct that is detrimental to C.A.S.E.

Misconduct that is detrimental to C.A.S.E. includes:

- Insubordination, including any failure to follow an oral or written directive from a supervisor;
- Violation of Board Policy or Administrative Procedure;
- Conduct that disrupts or may disrupt the educational program or process;
- Conduct that violates any State or federal law that relates to the employee's duties; and
- Other sufficient causes.

The Executive Director or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board of Directors or a Board-appointed hearing examiner before it is imposed. Prior to a suspension without pay, the employee will be notified of the charges by the Executive Director or designee and have an opportunity to explain or rebut the charges at a meeting with the Executive Director or designee. The employee will be provided with a written notice of suspension.

The employee may request a hearing to appeal the suspension without pay within five (5) calendar days after receiving the notice of suspension. In the event of an appeal, the suspension will be implemented pending the appeal at the discretion of the Executive Director. The Board or Board-appointed hearing officer will conduct the hearing. The Board or its designee shall notify the professional employee of the alleged charges and the date and time of the hearing. The hearing will be conducted in accordance with procedures adopted by the Board. If the employee does not appeal the suspension, the Executive Director or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board or Executive Director or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in C.A.S.E.'s best interests, (2) as a disciplinary measure for misconduct that is detrimental to C.A.S.E. as defined above, or (3) pending a hearing before the Board or a hearing officer to consider further discipline, including dismissal from employment.

The Executive Director shall meet with the employee to present the allegations and give the employee an opportunity to refute the charges. The employee will be told the dates and times the suspension will begin and end.

Employees Under Investigation by Illinois Department of Children and Family Services (DCFS)

Upon receipt of a DCFS recommendation that C.A.S.E. remove an employee from his or her position pending the outcome of a DCFS investigation for which the employee is the subject and that is related to his or her employment with C.A.S.E., the Board or Executive Director or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Suspend the employee with or without pay according to the above paragraph.

Repayment of Compensation and Benefits

If a professional employee is suspended with pay, pending the outcome of a criminal investigation or prosecution, and the employee is later dismissed as a result of his or her criminal conviction, the employee must repay to C.A.S.E. all compensation and the value of all benefits received by the employee during the suspension. The Executive Director or designee will notify the employee of this requirement when the employee is suspended.

LEGAL REF.:

5 ILCS 430/5-60(b).

105 ILCS 5/24-12.

325 ILCS 5/7.4(c-10).

Cleveland Bd. of Educ. v. Loudermill, 470 U.S. 532 (1985).

Barszcz v. Community College District No. 504, 400 F.Supp. 675 (N.D. Ill., 1975).

Massie v. East St. Louis Sch. District No. 189, 203 Ill.App.3d 965 (5th Dist. 1990).

CROSS REF.: 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED: April 6, 2018

Cooperative Association for Special Education (CASE)

5:250 Leaves of Absence

Each of the provisions in this policy applies to all professional personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

Each full-time professional staff member is granted 14 days sick leave each school year at full pay. Unused days are allowed to accumulate to 340 days. Sick leave is defined in State law as: Personal illness; quarantine at home; death, illness, injury or medical appointment of a family member (child [biological, adopted, ward], spouse, domestic partner, sibling, parent, mother- or father-in-law, grandchild, grandparent or stepparent); or birth, adoption, or placement for adoption.

As a condition for paying sick leave after three days absence for personal illness or 30 days for birth or as the Board or Executive Director deem necessary in other cases, the Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Executive Director requires a certificate during a leave of less than three days for personal illness, the Cooperative shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to 30 days unless a longer leave is provided in an applicable collective bargaining agreement. The Executive Director may require that the employee provide evidence that the formal adoption process is underway.

Child Bereavement Leave

State law allows a maximum of 10 unpaid work days for eligible employees (Illinois Child Bereavement Leave Act, 820 ILCS 154/) to take child bereavement leave. The purpose, requirements, scheduling, and all other terms of the leave are governed by the Child Bereavement Leave Act. Child bereavement leave allows for: (1) attendance by the bereaved staff member at the funeral or alternative to a funeral of his or her child, (2) making arrangements necessitated by the death of the staff member's child, or (3) grieving the death of the staff member's child, without any adverse employment action.

The leave must be completed within 60 days after the date on which the employee received notice of the death of his or her child. However, in the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of six weeks of bereavement leave during the 12-month period, subject to certain restrictions under State and federal law. Other existing forms of leave may be substituted for the leave provided in the Child Bereavement Leave Act. This policy does not create any right for an employee to take child bereavement leave that is inconsistent with the Child Bereavement Leave Act.

Sabbatical Leave

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

Leaves for Service in the Military

Leaves for service in the U.S. Armed Services or any of its reserve components and the National Guard, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in military service does not acquire tenure.

General Assembly Leave

Leaves for service in the General Assembly, as well as re-employment rights, will be granted in accordance with State and federal law. A professional staff member hired to replace one in the General Assembly does not acquire tenure.

School Visitation Leave

An eligible professional staff member is entitled to eight hours during any school year, no more than four hours of which may be taken on any given day, to attend school conferences or classroom activities related to the teacher's child, if the conference or activity cannot be scheduled during non-work hours. Professional staff members must first use all accrued vacation leave, personal leave, compensatory leave, and any other leave that may be granted to the professional staff member, except sick, and disability leave.

The Executive Director shall develop administrative procedures implementing this policy consistent with the School Visitation Rights Act.

Leaves for Victims of Domestic or Sexual Violence

An unpaid leave from work is available to any staff member who: (1) is a victim of domestic or sexual violence, or (2) has a family or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, if the Cooperative employs at least 50 employees, an employee is entitled to a total of 12 work weeks of unpaid leave during any 12-month period. Neither the law nor this policy creates a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*).

Leaves to Serve as an Officer or Trustee of a Specific Organization

Upon request, the Board will grant: (1) an unpaid leave of absence to an elected officer of a State or national teacher organization that represents teachers in collective bargaining negotiations, (2) twenty days of paid leave of absence per year to a trustee of the Teachers' Retirement System in accordance with 105 ILCS 5/24-6.3, and (3) a paid leave of absence for the local association president of a State teacher association that is an exclusive bargaining agent in the Cooperative, or his or her designee, to attend meetings, workshops, or seminars as described in 105 ILCS 5/24-6.2.

Association Leave, Emergency/Business Leave

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

Other Unpaid Leaves - New Child Leave, Disability Leave, Exchange Leave, Educational Organization Leave, Exploratory Leave, General Leave, Nontenured Licensed Employees Leave, Graduate Internship Leave

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

Leave to Serve as an Election Judge

Any staff member who was appointed to serve as an election judge under State law may, after giving at least 20-days' written notice to the District, be absent without pay for the purpose of serving as an election judge. The staff member is not required to use any form of paid leave to serve as an election judge. No more than 10% of the District's employees may be absent to serve as election judges on the same Election Day.

LEGAL REF.:

10 ILCS 5/13-2.5

20 ILCS 1805/30.1 *et seq.*

105 ILCS 5/24-6, 5/24-6.1, 5/24-6.2, 5/24-6.3, 5/24-13, and 5/24-13.1.

820 ILCS 147/, School Visitation Rights Act.

820 ILCS 154/, Child Bereavement Leave Act.

820 ILCS 180/, Victims' Economic Security and Safety Act.

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:330 (Educational Support Personnel - Sick Days, Vacation, Holidays, and Leaves)

ADOPTED: April 10, 2017

5:260 Student Teachers and Student Interns

The Executive Director is authorized to accept students from university-approved teacher-training programs to do student teaching or required student internships in the Cooperative. No individual who has been convicted of a criminal offense that would subject him or her to license suspension or revocation pursuant to Section 5/21B-80 of the School Code or who has been found to be the perpetrator of sexual or physical abuse of a minor under 18 years of age pursuant to proceedings under Article II of the Juvenile Court Act of 1987 is permitted to student teach or participate in a student internship.

Before permitting an individual to student teach or begin a required internship in the Cooperative, the Executive Director or designee shall ensure that:

1. The Cooperative performed a background check as required by *105 ILCS 5/10-21.9(g) Check* as described below; and
2. The individual furnished evidence of physical fitness to perform assigned duties and freedom from communicable disease pursuant to *105 ILCS 5/24-5*.

A student teacher background check as required by *105 ILCS 5/21.9(g)* shall include:

1. Fingerprint-based checks through (a) the Illinois State Police (ISP) for criminal history records information (CHRI) pursuant to the Uniform Conviction Information Act (20 ILCS 2635/1), and (b) the FBI national crime information databases pursuant to the Adam Walsh Child Protection and Safety Act (P.L. 109-248);
2. A check of the Illinois Sex Offender Registry (see the Sex Offender Community Notification Law (730 ILCS 152/101 et seq.); and
3. A check of the Illinois Murderer and Violent Offender Against Youth Registry (Murderer and Violent Offender Against Youth Community Notification Law (730 ILCS 154/75-105).

Each individual who will be student teaching or beginning a required internship must provide the Cooperative with written authorization for, and pay the costs of, his or her background check (including any applicable vendor's fees). Upon receipt of this authorization and payment, the Executive Director or designee will submit the student teacher's name, sex, race, date of birth, social security number, fingerprint images, and other identifiers, as prescribed by the Department of State Police, to the Department of State Police. The Executive Director or designee will provide each student teacher with a copy of his or her report.

Assignment

The Executive Director or designee shall be responsible for coordinating placements of all student teachers within the Cooperative. Student teachers should be assigned to supervising teachers whose qualifications are acceptable to the Cooperative and the students' respective colleges or universities.

LEGAL REF.:Adam Walsh Child Protection and Safety Act, P.L. 109-248.

Uniform Conviction Information Act, 20 ILCS 2635/1.

105 ILCS 5/10-21.9, 5/10-22.34, and 5/24-5.

CROSS REF.:5:190 (Teacher Qualifications), 4:175 (Convicted Child Sex Offender; Fingerprint-Based Criminal Background Check and/or Screening; Notifications)

ADOPTED:March 10, 2017

Cooperative Association for Special Education (CASE)

5:270 Employment At-Will, Compensation, and Assignment

Employment At-Will

Unless otherwise specifically provided, C.A.S.E. employment is at-will, meaning that employment may be terminated by C.A.S.E. or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Board policy is intended or should be construed as altering the employment at-will relationship.

Exceptions to employment at-will may include employees who are employed annually, have an employment contract, or are otherwise granted a legitimate interest in continued employment. The Executive Director is authorized to make exceptions to employing nonlicensed employees at-will but shall maintain a record of positions or employees who are not at-will.

Compensation

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

The Board will determine salary and wages for educational support personnel. Increments are dependent on evidence of continuing satisfactory performance. An employee covered by the overtime provisions in State or federal law, shall not work overtime without the prior authorization from the employee's immediate supervisor. Educational support personnel are paid twice a month.

Assignment

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

The Executive Director is authorized to make assignments and transfers of educational support personnel.

LEGAL REF.:105 ILCS 5/10-22.34 and 5/10-23.5.

Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

Cook v. Eldorado Community Unit School District, No. 03-MR-32 (Ill.App.5, 2004).

Duldulao v. St. Mary of Nazareth Hospital, 483 N.E. 2d 956 (Ill.App.1, 1985), *aff'd in part and remanded*, 505 N.E.2d 314 (Ill. 1987).

Kaiser v. Dixon, 468 N.E. 2d 822 (Ill.App.2, 1984).

CROSS REF.:5:10 (Equal Employment Opportunity and Minority Recruitment) 5:35 (Compliance with the Fair Labor Standards Act), 5:290 (Educational Support Personnel - Employment Termination and Suspensions)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

5:280 Duties and Qualifications

All support staff: (1) must meet qualifications specified in job descriptions, (2) must be able to perform the essential tasks listed and/or assigned, and (3) are subject to Board policies as they may be changed from time to time at the Board's sole discretion or pursuant to Illinois State Board of Education (ISBE) regulations.

Paraprofessional

Paraprofessionals assist in the instruction of pupils. Employment as a paraprofessional requires an educator license with stipulations endorsed for a paraprofessional educator unless a specific exemption is authorized by the ISBE.

Individuals with only non-instructional duties (e.g., providing technical support for computers, providing personal care services, or performing clerical duties) are not paraprofessionals or teacher aides, and the requirements in this section do not apply. In addition, individuals who are completing their clinical experiences and/or student teaching do not need to comply with this section, provided they otherwise qualify for instructional duties under ISBE rules.

Nonlicensed Personnel Working with Students and Performing Non-Instructional Duties

Nonlicensed personnel performing non-instructional duties may be used:

1. For supervising study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (e.g., computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
2. As supervisors, chaperones, or sponsors for non-academic school activities; or
3. For non-teaching duties not requiring instructional judgment or student evaluation.

Nothing in this policy prevents a person from serving as a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval.

LEGAL REF.:34 C.F.R. §§200.58 and 200.59.

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b, and 5/21B-20.

625 ILCS 5/6-104 and 5/6-106.1.

23 Ill.Admin.Code §§1.630, 25.510, 226.800.

CROSS REF.:4:170 (Safety), 5:30 (Hiring Process and Criteria), 5:35 (Compliance with the Fair Labor Standards Act), 6:250 (Community Resource Persons and Volunteers)

ADOPTED:March 10, 2017

Cooperative Association for Special Education (CASE)

5:290 Employment Termination and Suspensions

Resignation

An employee is requested to provide two weeks' notice of a resignation. A resignation notice cannot be revoked once given.

Retirement

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

An employee planning to retire should notify his or her supervisor at least two months before the retirement date.

Non-RIF Dismissal

C.A.S.E. may terminate an at-will employee at any time for any or no reason, but not for a reason prohibited by State or federal law.

Employees who are employed annually or have a contract, or who otherwise have a legitimate expectation of continued employment, may be dismissed: (1) at the end of the school year or at the end of their respective contract after being provided appropriate notice and after compliance with any applicable contractual provisions, or (2) mid-year or mid-contract provided appropriate due process procedures are provided.

The Executive Director is responsible for making dismissal recommendations to the Board of Directors consistent with the Board's goal of having a highly qualified, high performing staff.

Reduction in Force and Recall

Please refer to the current Collective Bargaining Agreement between Board of Directors, C.A.S.E. and C.A.S.E. Education Association, Illinois Education Association - NEA.

For those not covered by this Agreement:

The Board may, as necessary or prudent, decide to decrease the number of educational support personnel or to discontinue some particular type of educational support service and, as a result of that action, dismiss or reduce the hours of one or more educational support employees. When making decisions concerning reduction in force and recall, the Board will follow Sections 10-22.34c (outsourcing non-instructional services) and 10-23.5 (procedures) of the School Code, to the extent they are applicable and not superseded by legislation or an applicable collective bargaining agreement.

Final Paycheck

A terminating employee's final paycheck will be adjusted for any unused, earned vacation credit. Employees are paid for all earned vacation. Terminating employees will receive their final pay on the next regular payday following the date of termination, except that an employee dismissed due to a reduction in force shall receive his or her final paycheck on or before the next regular pay date following the last day of employment.

Suspension

Except as provided below, the Executive Director is authorized to suspend an employee without pay as a disciplinary measure, during an investigation into allegations of misconduct or pending a dismissal hearing whenever, in the Executive Director's judgment, the employee's presence is detrimental to the Cooperative. A disciplinary suspension shall be with pay: (1) when the employee is exempt from the overtime provisions, or (2) until an employee with an employment contract for a definite term is provided a notice and hearing according to the suspension policy for professional employees.

LEGAL REF.:5 ILCS 430 et seq.

105 ILCS 5/10-22.34c and 5/10-23.5.

820 ILCS 105/4a.

Griggsville-Perry Community Unit School Dist. No. 4 v. Illinois Educ. Labor Relations Bd., 963 N.E.2d 332 (Ill.App.4, 2013).

CROSS REF.:5:240 (Professional Personnel - Suspension), 5:270 (Educational Support Personnel - Employment At-Will, Compensation, and Assignment), 5:292 (Retirement Service Recognition Benefit for Educational Support Personnel Retiring Under IMRF)

ADOPTED:November 6, 2015

Cooperative Association for Special Education (CASE)

5:292 Retirement Service Recognition Benefit for Educational Support Personnel Retiring Under IMRF by June 30, 2012

Section A

It shall be the policy of the Board of Directors of C.A.S.E. to recognize services of its full-time educational support personnel who have provided services through a retirement service recognition benefit for employees who retire under IMRF effective on or before June 30, 2012.

Section B

Educational support personnel who satisfy all of the following requirements, may apply for a retirement service recognition benefit under this policy as "Retirees":

1. Have attained the age of 59 ½ and been full-time employees of C.A.S.E. for a minimum of one (1) year immediately preceding their voluntary termination for purposes of retirement under IMRF effective on or before June 30, 2012; and
2. Are not represented by any bargaining unit.
3. By December 1, 2011, submit an irrevocable written notice of intent to retire under IMRF effective on or before June 30, 2012, are not eligible for any early retirement plan that requires a contribution from C.A.S.E. or a C.A.S.E. member district.

Section C - Benefit Available to Retirees Who Satisfy the Eligibility Requirements of Section B

The Board shall provide the Retirees with the following benefit:

1. For Retirees with at least one (1) but less than ten (10) years of continuous employment at C.A.S.E., a one-time bonus of ten percent (10%) of the last year of salary.
2. For Retirees with at least ten (10) years of continuous employment at C.A.S.E., a one-time bonus of fifteen percent (15%) of the last year of salary.
3. For Retirees with at least fifteen (15) years of continuous employment at C.A.S.E., a one-time bonus of twenty percent (20%) of the last year of salary.

In either case, the one-time bonus will be paid to the Retiree over the last five (5) months of his/her C.A.S.E. employment.

Section D - Required Procedures for Participation and Receipt of Benefit

1. All requests for a retirement service recognition benefit must be submitted in writing to the Director by December 1, 2011. The request shall include a copy of the Retiree's latest statement from the IMRF system indicating the Retiree's service credit information.
2. Participation and receipt of the benefit are dependent upon the Retiree's unconditional and irrevocable resignation from employment by the Board for purposes of retirement under IMRF, effective on the date identified in the Retiree's written notice, but in no event effective later than June 30, 2012. Any Retiree who does not fulfill his/her contract, for whatever reason, shall be ineligible for any of the benefits contained in this policy.

Section E - Other Programs

A Retiree who participates in any other program, including but not limited to IMRF's Early Retirement Incentive program or any other retirement enhancement or incentive program not contained herein, shall be ineligible for the benefits offered by this policy.

Section F - Vacation

In order to be eligible for a benefit provided in Section C, and prior to payment of any such benefit over the last five (5) months of C.A.S.E. employment, a Retiree must use all vacation leave earned prior to December 1, 2011. The Board may waive part or all of this provision in its sole discretion.

Section G - Miscellaneous Provisions

1. For purposes of this policy, the school year shall begin on July 1 and end on June 30.
2. If changes occur, which result in an increase in the cost of this policy to the Board, it shall be revised in such a manner so that the benefits to be provided shall result in no additional cost to the Board relative to the current policy.
3. This policy shall be without further force and effect after June 30, 2012.

CROSS REF.:5:290 (Employment Termination and Suspensions)

ADOPTED:October 21, 2011

AMENDED:October 21, 2011

5:300 Schedules and Employment Year

The Executive Director shall supervise a process for setting work schedules and an employment year for educational support employees in accordance with State and federal law, Board policy, and applicable agreements and shall:

1. Assign each employee one supervisor who will establish a work schedule, including breaks, as required by building or Cooperative needs, work load, and the efficient management of human resources;
2. Allow for the ability to respond to changing circumstances by altering work schedules as needed; and
3. Consider the well-being of the employee. The Executive Director's approval is required to establish a flexible work schedule or job-sharing.

Breaks

An employee who works at least 7.5 continuous hours shall receive a 30-minute duty-free meal break that begins within the first five hours of the employee's workday. The Cooperative accommodates employees who are nursing mothers according to State and federal law.

LEGAL REF.:Fair Labor Standards Act, 29 U.S.C. §207 *et seq.*

105 ILCS 5/10-20.14a, 5/10-22.34, and 5/10-23.5.

740 ILCS 137/, Right to Breastfeed Act.

820 ILCS 105/, Minimum Wage Law.

820 ILCS 260/, Nursing Mothers in the Workplace Act.

CROSS REF.:5:35 (Compliance with the Fair Labor Standards Act)

ADOPTED:August 4, 2017

Cooperative Association for Special Education (CASE)

5:320 Evaluation

The Executive Director is responsible for designing and implementing a program for evaluating the job performance of each educational support staff member according to standards contained in Board policies as well as in compliance with State law. The standards for the evaluation program shall include, but not be limited to:

1. Each employee shall be evaluated annually, preferably before the annual salary review.
2. The direct supervisor shall provide input.
3. The employee's work quality, promptness, attendance, reliability, conduct, judgment, and cooperation shall be considered.
4. The employee shall receive a copy of the annual evaluation.
5. All evaluations shall comply with State and federal law.

CROSS REF.:5:10 (Equal Employment Opportunity and Minority Recruitment), 5:150 (Personnel Records)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

5:330 Sick Days, Vacation, Holidays, and Leaves

Each of the provisions in this policy applies to all educational support personnel to the extent that it does not conflict with an applicable collective bargaining agreement or individual employment contract or benefit plan; in the event of a conflict, such provision is severable and the applicable bargaining agreement or individual agreement will control.

Sick and Bereavement Leave

Full time twelve month educational support personnel shall be entitled to fourteen (14) days sick leave per year. Full time eleven-month educational support personnel shall be entitled to twelve (12) days sick leave per year. Full time school year (nine or ten month) educational support personnel shall be entitled to ten (10) days sick leave per year. Part time employees will receive the same number of days, in each category, but each day will be based on a proration of the length of the part time individual's work day. Part-time employees will receive sick leave pay equivalent to their regular workday.

Sick leave for C.A.S.E. educational support staff shall accumulate to 240 days. If a personnel transfer occurs within the Cooperative, such personnel shall retain accumulated sick leave.

As a condition for paying sick leave after 3 days absence for personal illness or thirty (30) days for birth or as the Board or Executive Director deem necessary in other cases, the Board or Executive Director may require that the staff member provide a certificate from: (1) a physician licensed in Illinois to practice medicine and surgery in all its branches, (2) a chiropractic physician licensed under the Medical Practice Act, (3) an advanced practice nurse who has a written collaborative agreement with a collaborating physician that authorizes the advanced practice nurse to perform health examinations, (4) a physician assistant who has been delegated the authority to perform health examinations by his or her supervising physician, or (5) if the treatment is by prayer or spiritual means, a spiritual adviser or practitioner of the employee's faith. If the Board or Executive Director requires a certificate during a leave of less than three (3) days for personal illness, the Cooperative shall pay the expenses incurred by the employee.

The use of paid sick leave for adoption or placement for adoption is limited to thirty (30) days unless a longer leave is provided in an applicable collective bargaining agreement. The Executive Director may require that the employee provide evidence that the formal adoption process is underway.

Vacation

Twelve-month employees shall be eligible for paid vacation days according to the following schedule:

Length of Employment		Maximum Vacation Leave Earned Per Year
From:	To:	
Beginning of year 1	End of year 1	10 Days shall be pro-rated to the end of the fiscal year.
Beginning of year 2	End of year 5	10 Days per year
Beginning of year 6	End of year 14	15 Days per year
Beginning of year 15		20 Days per year

Part-time employees who work at least half-time are entitled to vacation days on a pro-rated basis. The Executive Director will determine the procedure for requesting vacation.

Employees terminating their employment shall be entitled to remuneration for the amount of vacation earned to the date of termination, provided they have been in the employ of the school system for one year. Vacation remuneration shall be paid only when employment is terminated by the action of the Board of Directors or by a two weeks notice in writing by the employee.

Requests for vacations shall be submitted to the administrator to whom the employee is responsible and must be approved by the Executive Director. Every effort shall be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. The Executive Director shall keep a record of vacations earned and the dates taken. No more than ten (10) vacation days may be carried over to the next fiscal year.

Holidays

Unless the Cooperative has a waiver or modification of the School Code pursuant to Section 2-3.25g or 24-2(b) allowing it to schedule school on a holiday listed below, C.A.S.E. employees will not be required to work on:

New Year's Day-and day preceding or following	Labor Day
Martin Luther King Jr.'s Birthday	Columbus Day
Abraham Lincoln's Birthday	Veteran's Day
Casimir Pulaski's Birthday	Thanksgiving Day-and day after
Memorial Day	Christmas Day-and day preceding or following
Independence Day	

A holiday will not cause a deduction from an employee's time or compensation. The Board may also designate other days on the school calendar as paid non-attendance days.

The Cooperative may require educational support personnel to work on a school holiday during an emergency or for the continued operation and maintenance of facilities or property.

Leave to Serve as a Trustee of the Illinois Municipal Retirement Fund

Upon request, the Board will grant 20 days of paid leave of absence per year to a trustee of the Illinois Municipal Retirement Fund in accordance with 105 ILCS 5/24-6.3.

Personal Leave

Three (3) days personal leave may be granted to full-time twelve month; two (2) days personal leave to all nine, ten, and eleven month C.A.S.E. employees each school year for personal business which cannot be handled during non-school days or hours. Unused personal leave shall accumulate as sick leave. Written application for such leave shall be made to the Director at least forty-eight (48) hours prior to the desired onset of such leave. In an emergency, such recording of time may be made at a later time. Personal leave shall not be granted the first day or last day of the school year, or the first day preceding or the first day after a school vacation, holiday or recess period, provided these restrictions shall not apply to recognized religious holidays of the staff members' faith. The Executive Director has the discretion to grant an exception to the above.

Other Leaves

Educational support personnel receive the following leaves on the same terms and conditions granted professional personnel in Board policy 5:250, *Leaves of Absence*:

1. Leaves for Service in the Military and General Assembly.
2. School Visitation Leave.
3. Leaves for Victims of Domestic or Sexual Violence.
4. Child Bereavement Leave.
5. Leave to serve as an election judge.

Parental Leave of Absence

Any educational support staff member, who has worked an equivalent period of continued full time employment to that of an included certified staff member, shall be eligible as outlined in the C.A.S.E. Bargaining Agreement.

Disability Leave

Any employee who is temporarily disabled and has exhausted all available sick leave shall be entitled to temporary disability leave without pay or other benefits, as eligible under IMRF, subject to the general conditions listed below. Such leave shall be for the period of temporary disability only.

For the purposes of this section, any absence because of disability or incapacity for less than ninety (90) consecutive school days, or for less than 90 out of 120 school days from the same illness or incapacity shall be deemed a temporary disability.

General Leave

An employee may be granted a leave without pay or other benefits for such other purposes deemed appropriate and beneficial to the Cooperative as determined by the Executive Director, and subject to the general conditions for unpaid leaves of absence, as stated below.

General Conditions for Unpaid Leaves of Absence

1. Application for such leave shall be made in writing to the Executive Director at least one hundred (100) calendar days prior to such anticipated leave. An emergency request for an unpaid leave of absence may be submitted with as much advance notice as possible under the circumstances. The application shall indicate the purpose of the requested leave, and the requested starting and ending dates of the leave.
2. Any request for a leave based upon personal medical reasons shall be accompanied by a physician's statement indicating the nature, anticipated extent, and duration of medical disability.
3. The employee and the Executive Director shall agree upon a plan for the commencement and termination of such leave, taking into consideration the continuity of employment and medical factors to the

- maximum possible degree and the pertinent time factors relating thereto. The leave shall not exceed the balance of the school year in which it commences and one additional school year.
4. Sick leave shall not be applicable during the period of any leave, except in accordance with Board Policy 5:185, *Family and Medical Leave*, regarding the *Family and Medical Leave Act of 1993*. Any accumulated sick leave available at the commencement of the leave shall be available to the employee upon return to employment in the Cooperative.
 5. In all instances where an employee is granted a leave of six (6) months or more, as a condition thereof, she/he shall advise the Executive Director in writing at least thirty (30) calendar days prior to the termination of such leave that she/he intends to return to employment. Return to work shall be in accord with the previously agreed upon plan, subject, however, to changed education conditions. In the event of an earlier return, C.A.S.E. may delay reinstatement of said employee. Failure to advise the Executive Director of intent to return as required by this paragraph shall be treated as an election not to return to employment and as a resignation from C.A.S.E.
 6. An employee returning from disability leave shall submit evidence from a qualified physician that he/she is medically able to perform all of his/her essential duties with the notice of intent to return. If the employee is able to perform the essential functions of his/her position, but only with reasonable accommodation, the physician's statement shall identify any recommended accommodations.

The Executive Director may grant leaves of absence up to thirty (30) work days.

LEGAL REF.:

20 ILCS 1805/30.1 *et seq.*

105 ILCS 5/10-20.7b, 5/24-2, and 5/24-6.

820 ILCS 147 and 180/.

820 ILCS 154/.

School Dist. 151 v. ISBE, 154 Ill.App.3d 375 (1st Dist. 1987); *Elder v. Sch. Dist. No.127 1/2*, 60 Ill.App.2d 56 (1st Dist. 1965).

CROSS REF.:5:180 (Temporary Illness or Temporary Incapacity), 5:185 (Family and Medical Leave), 5:250 (Professional Personnel - Leaves of Absence)

ADOPTED: September 8, 2017

Cooperative Association for Special Education (CASE)

6:10 Educational Philosophy and Objectives

The member districts are C.A.S.E. and all our efforts shall be directed toward the collective benefit of the children served.

Education is a shared responsibility of C.A.S.E. member districts, parents, students, staff, and the communities involved.

All children want to learn and are capable of learning.

All children have the right to an appropriate education which allows them to achieve and/or perform to the upper limits of their ability.

All children with special education needs residing within the C.A.S.E. boundaries shall be treated equally in all respects.

All children shall be educated as close to home as possible.

A strong collaborative relationship between general education and special education is imperative.

All who are involved in the special education process shall be treated with dignity and respect.

Recruiting, hiring, and retaining the best qualified staff and providing them with a continued professional staff development program is fundamental.

An organized structure which clearly identifies, defines, and delineates the roles and responsibilities of all involved is essential.

The cooperative must be fiscally and educationally accountable to its constituents.

CROSS REF:1:30 (Mission Statement), 7:10 (Equal Educational Opportunities)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

6:20 School Year Calendar and Day

School Calendar

The Cooperative shall, as closely as possible, follow the calendars established by the member districts. Staff working in classrooms housed in member districts shall follow that district's established calendar. Full-time professional workers who spend over 50% of their time in one member district shall not be required to work a difference teaching schedule than other professional workers in that district.

The Cooperative, upon the Executive Director's recommendation and subject to State regulations, annually establishes the dates for opening and closing C.A.S.E. classes, teacher institutes and in-services, the length and dates of vacations, and the days designated as legal school holidays. The school calendar shall have a minimum of 185 days to ensure 176 days of actual student attendance.

Commemorative Holidays

The teachers and students shall devote a portion of the school day on each commemorative holiday designated in the School Code to study and honor the commemorated person or occasion. The Board may, from time to time, designate a regular school day as a commemorative holiday.

School Day

The Board of Directors establishes the length of the school day with the recommendation of the Executive Director and subject to State law requirements. The Executive Director or designee shall ensure that observances required by State law are followed during each day of school attendance.

LEGAL REF.:

105 ILCS 5/10-19, 5/10-24.46, 5/18-8.05, 5/18-12, 5/18-12.5, 5/24-2, 5/27-3, 5/27-18, 5/27-19, 5/27-20, 5/27-20.1, 5/27-20.2, and 20/1.

10 ILCS 5/11-4.1.

23 Ill.Admin.Code §1.420(f).

Metz v. Leininger, 850 F.Supp. 740 (N.D. Ill. 1994), *aff'd* by 57 F.3d 618 (7th Cir. 1995).

CROSS REF.:2:20 (Powers and Duties of the School Board), 5:200 (Terms and Conditions of Employment and Dismissal), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 6:60 (Curriculum Content)

ADOPTED:September 17, 2010

REVISED:March 4, 2016

Cooperative Association for Special Education (CASE)

6:40 Programs and Curriculum Development

In order to provide instructional services for the special education students served in Member Districts, the Executive Director, in consultation with the Board of Directors, shall develop a plan of services. It shall be a plan that is educationally sound and that justifies itself in substantial benefits to the students served.

The plan shall ensure that Member Districts have available a full continuum of services.

The Executive Director shall develop a curriculum review program to monitor the current curriculum and promptly suggest changes to make the curriculum more effective, to take advantage of improved teaching methods and materials, and to be responsive to social change, technological developments, student needs, and community expectations.

LEGAL REF.:105 ILCS 5/10-20.8 and 5/10-19.

CROSS REF.:6:60 (Curriculum Content), 6:120 (Education of Children with Disabilities)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

6:65 Student Social and Emotional Development

Social and emotional learning (SEL) is defined as the process through which students enhance their ability to integrate thinking, feeling, and behaving to achieve important life tasks. Students competent in SEL are able to recognize and manage their emotions, establish healthy relationships, set positive goals, meet personal and social needs, and make responsible and ethical decisions.

The Executive Director shall incorporate SEL into C.A.S.E.'s curriculum and other educational programs consistent with C.A.S.E.'s mission and the goals and benchmarks of the III. Learning Standards. The III. Learning Standards include three goals for students:

1. Develop self-awareness and self-management skills to achieve school and life success.
2. Use social-awareness and interpersonal skills to establish and maintain positive relationships.
3. Demonstrate decision-making skills and responsible behaviors in personal, school, and community contexts.

The Executive Director or designee shall include in the curriculum teaching and assessing social and emotional skills and develop and implement protocols for responding to children with social, emotional, and/or mental health problems that impact learning ability.

The incorporation of SEL objectives into C.A.S.E.'s curriculum and other educational programs may include but is not limited to:

1. Classroom and school-wide programming to foster a safe, supportive learning environment where students feel respected and valued. This may include incorporating scientifically based, age-and-culturally appropriate classroom instruction, Cooperative-wide, and school or program-wide strategies that teach SEL skills, promote optimal mental health, and prevent risk behaviors for all students.
2. Staff development and training to promote students' SEL development. This may include providing all personnel with age-appropriate academic and SEL and how to promote it.
3. Parent/Guardian and family involvement to promote students' SEL development. This may include providing parents/guardians and families with learning opportunities related to the importance of their children's optimal SEL development and ways to enhance it.
4. Community partnerships to promote students' SEL development. This may include establishing partnerships with diverse community agencies and organizations to assure a coordinated approach to addressing children's mental health and SEL development.
5. Early identification and intervention to enhance students' school readiness, academic success, and use of good citizenship skills. This may include development of a system and procedures for periodic and universal screening, assessment, and intervention for students who have significant risk factors for social, emotional, or mental health conditions that impact learning.
6. Treatment to prevent or minimize mental health conditions in students. This may include building and strengthening referral and follow-up procedures for providing effective clinical services for students with social, emotional, and mental health conditions that impact learning. This may include student and family support services, school-based behavioral health services, and school-community linked services and supports.
7. Assessment and accountability for teaching SEL skills to all students. This may include implementation of a process to assess and report baseline information and ongoing progress about school climate, students' social and emotional development, and academic performance.

LEGAL REF.:

Children's Mental Health Act of 2003, 405 ILCS 49/.

CROSS REF.:1:30, (Mission Statement), 6:10 (Educational Philosophy and Objectives), 6:40 (Programs and Curriculum Development), 6:120 (Education of Children with Disabilities)

ADOPTED:January 9, 2015

Cooperative Association for Special Education (CASE)

6:100 Using Animals in the Educational Program

Animals may be brought into school facilities for educational purposes according to procedures developed by the Executive Director assuring: (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Experiments on living animals are prohibited; however, behavior studies that do not impair an animal's health or safety are permissible. The dissection of dead animals or parts of dead animals shall be allowed in the classroom only when the dissection exercise contributes to or is a part of an illustration of pertinent study materials. All dissection of animals shall be confined to the classroom and must comply with The School Code.

Students who object to performing, participating in, or observing the dissection of animals are excused from classroom attendance without penalty during times when such activities are taking place. No student will be penalized or disciplined for refusing to perform, participate in, or observe a dissection. The Executive Director or designee shall inform students of: (1) their right to refrain from performing, participating in, or observing dissection, and (2) which courses contain a dissection unit and which of those courses offers an alternative project.

LEGAL REF.:105 ILCS 5/2-3.122, 5/27-14, and 112/1 et seq.

CROSS REF.:6:40 (Programs and Curriculum Development)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

6: 120 Education of Children with Disabilities

C.A.S.E. shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in C.A.S.E., as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of the School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in federal laws and regulations as well as State laws and the Ill. State Board of Education (ISBE) Special Education rules, that special education services are needed.

It is the intent of C.A.S.E. to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, C.A.S.E. shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in federal laws and regulations, as well as in State laws and the ISBE Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act, need or are believed to need special instruction or related services, C.A.S.E. shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

LEGAL REF.:

20 U.S.C. §1400 et seq., Individuals With Disabilities Education Improvement Act of 2004.

29 U.S.C. §794, Rehabilitation Act of 1973, Section 504.

42 U.S.C. §12101 et seq., Americans With Disabilities Act.

34 C.F.R. §300.

105 ILCS 5/14-1.01 et seq., 5/14-7.02, and 5/14-7.02b.

23 Ill.Admin.Code Part 226.

CROSS REF.:7:230 (Misconduct by Students with Disabilities)

Adopted: 12/7/2018 11:30:01 AM

Cooperative Association for Special Education (CASE)

6:235 Access to Electronic Networks

CASE provides electronic networks to support the educational mission of CASE and its member districts. Electronic networks, including the Internet, are a part of the CASE's instructional program and serve to promote educational excellence by facilitating resource sharing, innovation, and communication. CASE's electronic networks are not a public forum for general use. The use of these electronic networks is a privilege, not a right, that is extended to staff, students, parents, and other members of the CASE community. Violations of this Policy may result in a loss of privileges, discipline, or legal actions at the discretion of the Executive Director or designee. The Executive Director shall develop an implementation plan for this Policy and appoint system administrator(s).

Application of Policy

For purposes of this Policy, "electronic networks" includes all CASE hardware, software, communication systems, networks, electronic equipment, data and other technologies, including any access to the Internet using such resources.

Individuals covered by this Policy include, but are not limited to, students, employees, Administration, parents, and visiting guests who have access to CASE's electronic systems. Except as otherwise provided herein, the provisions of this Policy shall apply to the use of technology in any CASE school building, on school grounds, at a school-sponsored activity, and at any location in any manner that would otherwise violate this Policy. CASE's code of conduct applies to the use of CASE's electronic networks.

Responsibilities and Rights

The Board of Directors owns the contents of CASE's electronic networks and reserves the right to inspect the contents of the electronic networks. Individuals using the electronic networks have no expectation of privacy in any material stored, transmitted, or received via the electronic networks, including but not limited to CASE e-mail accounts. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. CASE is not responsible for any information, including its accuracy or quality, obtained or transmitted through use of the Internet (except for CASE's website). CASE is not responsible for any information that may be lost or damaged, or become unavailable when using the electronic networks, or for any information that is retrieved or transmitted via the Internet. Furthermore, CASE will not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Curriculum

The use of CASE's electronic networks shall: (1) be consistent with the curriculum adopted by CASE and its member districts as well as the varied instructional needs, learning styles, abilities, and developmental levels of the students, and (2) comply with the selection criteria for instructional materials and library resource center materials. Staff members may, consistent with the Executive Director's implementation plan, use the Internet throughout the curriculum.

As required by federal law and Policy 6:60, *Curriculum Content*, students will be educated about appropriate online behavior, including but not limited to: (1) interacting with other individuals on social networking websites and in chat rooms, and (2) cyberbullying awareness and response.

Acceptable Use

All use of CASE's electronic networks must be: (1) in support of education and/or research, and be in furtherance of the educational mission of CASE and its member districts, or (2) for a legitimate school business purpose. General rules for behavior and communications apply when using the electronic networks. CASE's *Authorization for Electronic Network Access* contains the appropriate uses, ethics, and protocol.

CASE's electronic networks are not intended to be used for non-academic or non-administrative functions, or for personal or recreational use, which include, but are not limited to, illegal, commercial, political, religious or entertainment purposes as more fully described below.

Uses of the electronic networks that are **not** acceptable include, but are not limited to, the following:

1. Installing, modifying, uploading or downloading programs or software without approval from the Administration.
2. Engaging in acts of vandalism, which is defined as any malicious attempt to harm or destroy data of another user or CASE, including the creation or use of computer viruses.
3. Accessing, submitting, posting, publishing, transmitting or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, harassing or illegal material; this includes using the electronic networks to engage in bullying as defined by State law.
4. Posting CASE or member district work product (e.g., test materials, Department procedures, CASE publications) on the Internet for public access without prior approval from the Executive Director or designee.
5. Posting, publishing, transmitting, receiving or displaying material for commercial gain.
6. Accessing data maintained by CASE in which the individual has not been given proper authorization.
7. Accessing the electronic networks when such privilege has been suspended or revoked by CASE.
8. Using the electronic networks in violation of State or federal law.

Internet Safety

Technology measures shall be used on each CASE computer with Internet access. These measures shall include a filtering device that protects against Internet access by users to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by federal law and as determined by the Executive Director or designee. The Executive Director or designee shall enforce the use of such filtering devices. An Administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose, provided the person receives prior permission from the Executive Director or designee. The Executive Director or designee shall include measures in this Policy's implementation plan to address the following:

1. Ensure staff supervision of student access to online electronic networks,
2. Restrict student access to inappropriate matter as well as harmful materials,
3. Ensure student and staff privacy, safety, and security when using electronic communications,
4. Restrict unauthorized access, including "hacking" and other unlawful activities, and
5. Restrict unauthorized disclosure, use, and dissemination of personal identification information, such as, names and addresses.

DISCLAIMER. In compliance with the federal Children's Internet Protection Act, CASE endeavors to protect users of CASE's electronic networks from websites containing material that is illegal for minors, including, but not limited to, pornography. CASE also endeavors to address the safety and security of minors when using electronic mail and other forms of direct electronic communications through the electronic networks. However, the use of employee-provided and student-provided technology to access the Internet network cannot be subjected to measures used by CASE such as content filters, blocking lists, or monitoring of Internet website traffic for patterns of usage that could indicate inappropriate network usage. Accordingly, employees and students who provide their own technology and/or access to the Internet shall assume any risk associated therewith. CASE expressly disclaims any responsibility for imposing content filters, blocking lists or monitoring of employee or student-provided technology and/or devices.

Electronic Mail

CASE provides electronic mail ("e-mail") accounts to aid employees and students in fulfilling their duties and responsibilities in the learning environment. The Executive Director or designee will develop and implement procedures for the use of CASE e-mail that shall, at a minimum, address acceptable uses, CASE monitoring, data retention, and confidentiality issues.

Authorization for Electronic Network Access

Each staff member must sign CASE's *Authorization for Electronic Network Access* as a condition for using CASE's electronic networks. Each student and his or her parent(s)/guardian(s) must sign the *Authorization* before being granted unsupervised use.

All users of CASE's electronic networks shall maintain the confidentiality of student records. Reasonable measures to protect against unreasonable access shall be taken before confidential student information is loaded onto the electronic networks.

User must be aware that the *Freedom of Information Act* and other laws may require the disclosure of information, including but not limited to e-mails, maintained on CASE's electronic networks.

Disciplinary Action

The failure of any student or staff member to follow the terms of the *Authorization for Electronic Network Access*, or this Policy, will result in the loss of privileges, disciplinary action, and/or appropriate legal action at the discretion of the Executive Director or designee. In the case of employees, violation of the *Authorization for Electronic Network Access* or this Policy may result in suspension without pay or dismissal of employment. In the case of students, violation of the *Authorization for Electronic Network Access* or this Policy may result in out-of-school suspension or expulsion.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777.

Children's Internet Protection Act, 47 U.S.C. §254(h) and (l).

Enhancing Education Through Technology Act, 20 U.S.C §6751 et seq.

47 C.F.R. Part 54, Subpart F, Universal Service Support for Schools and Libraries.

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g.

105 ILCS 5/27-23.7, 10/1 et seq.

720 ILCS 135/0.01.

CROSS REF.: 2:250 (Access to Cooperative Public Records), 5:100 (Staff Development Program), 5:150 (Personnel Records), 5:170 (Copyright), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:40 (Programs and Curriculum Development), 6:60 (Curriculum Content), 6:260 (Complaints About Curriculum, Instructional Materials, and Programs)

ADOPTED: September 17, 2010

Cooperative Association for Special Education (CASE)

6:235-E1 Exhibit - Staff Authorization for Electronic Network Access

I, have received a copy of, read, and been given an opportunity to ask questions about C.A.S.E.'s Board Policy 6:235, *Access to Electronic Networks*, and its administrative procedures.

- I understand and will abide by Board Policy 6:235 and its administrative procedures.

- I understand that C.A.S.E. and/or its agents may access and monitor at any time, without prior notice or consent, my use of C.A.S.E.'s electronic networks. My use of any C.A.S.E. equipment or electronic devices, including laptops, cell phones, or any similar devices, may be monitored and reviewed at any time, no matter where the equipment and device(s) are located.

- I understand that my use of the Internet and e-mail services, and any materials stored, transmitted, or received using C.A.S.E.'s electronic networks, may be monitored and reviewed at any time.

- I understand that the monitoring of devices may include the use of system log files, screen captures, key captures, images captured by built-in camera or other connected devices and/or any other method that becomes available to ensure the device is being used in accordance with Board Policy, to protect C.A.S.E.'s assets, or for inventory control.

- I understand that any device(s) loaned to me during my employment remain property of C.A.S.E. are solely for my use in support of education, in furtherance of C.A.S.E.'s and its member district's educational mission, or for legitimate school business purposes. I understand that any loaned device(s) must not be used by my family members or anyone else for any reason at any time.

- I agree to instruct or assist in the instruction to students on acceptable use of C.A.S.E.'s electronic networks and proper network etiquette. I recognize my responsibility for supervising students' use of C.A.S.E.'s electronic networks.

- I agree that I will not bypass restrictions or disable/compromise any security/monitoring functions on C.A.S.E. equipment and devices, or attempt to do so.

- I further understand that should I commit any violation of Board Policy 6:235, its administrative procedures, or this Authorization, my access privileges may be revoked and school disciplinary action, up to and including suspension without pay and termination, and/or appropriate legal action may be taken.

- In consideration for using C.A.S.E.'s electronic networks, I hereby release C.A.S.E., its member districts, and its Board members, employees and agents from any claims and damages arising from my use of, or inability to use, C.A.S.E.'s electronic networks, including the Internet.

By signing below, I agree that I understand and agree to the terms of this Authorization.

SignatureDate

DATED:May 24, 2013

Cooperative Association for Special Education (CASE)

6:250 Community Resource Persons and Volunteers

The Board of Directors encourages the use of resource persons and volunteers to: (1) increase students' educational attainment; (2) provide enrichment experiences for students; (3) increase the effective utilization of staff time and skills; (4) give more individual attention to students; and (5) promote greater community involvement.

Resource persons and volunteers may be used;

1. For non-teaching duties not requiring instructional judgment or evaluation of students;
2. For supervising student study halls, long distance teaching reception areas used incident to instructional programs transmitted by electronic media (such as computers, video, and audio), detention and discipline areas, and school-sponsored extracurricular activities;
3. To assist with academic programs under a certificated teacher's immediate supervision;
4. To assist in times of violence or other traumatic incidents within the Cooperative by providing crisis intervention services to lessen the effects of emotional trauma on staff, students, and the community, provided the volunteer meets the qualifications established by the Illinois School Crisis Assistance Team Steering Committee;
5. As a guest lecturer or resource person under a certificated teacher's direction and with the administration's approval; or
6. As supervisors, chaperones, or sponsors for non-academic school activities.

The Executive Director shall follow Board policy 4:175, *Convicted Child Sex Offender; Screening; Notifications*, to establish procedures for securing and screening resource persons and volunteers. A person who is a *sex offender*, as defined by the Sex Offender Registration Act, or a *violent offender against youth*, as defined in the Murderer and Violent Offender Against Youth Registration Act, or has otherwise been convicted of a felony, is prohibited from being a resource person or volunteer.

LEGAL REF.:

105 ILCS 5/10-22.34, 5/10-22.34a, and 5/10-22.34b.

730 ILCS 150/1 *et seq.*, Sex Offender Registration Act.

730 ILCS 152/101 *et seq.*, Sex Offender Community Notification Law.

730 ILCS 154/75 *et seq.*, Murderer and Violent Offender Against Youth Community Notification Law.

730 ILCS 154/101 *et seq.*, Murderer and Violent Offender Against Youth Registration Act.

CROSS REF.:4:170 (Safety), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:280 (Duties and Qualifications), 8:30 (Visitors to and Conduct on School Property), 8:95 (Parental Involvement)

Adopted: 12/7/2018 11:31:40 AM

Cooperative Association for Special Education (CASE)

6:260 Complaints About Curriculum, Instructional Materials, and Programs

Persons with suggestions or complaints about curriculum, instructional materials, and programs should provide their concerns in writing and/or use the Uniform Grievance Procedure.

CROSS REF.:2:260 (Uniform Grievance Procedure), 8:110 (Public Suggestions and Complaints)

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

6:280 Grading and Promotion

The Executive Director or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians, which system of reporting may be modified to meet an individual student's needs as specified in his/her IEP. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum, attendance, and performance on the Illinois *Partnership for Assessment of Readiness for College and Careers* (PARCC), the Dynamic Learning Maps Alternative Assessment (SLM-AA), and/or other assessments. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted.

Every teacher shall maintain an evaluation record for each student in the teacher's classroom reflecting the student's achievement and progress. A C.A.S.E. administrator shall not change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

LEGAL REF.:105 ILCS 5/2-3.64a-5, 5/10-20.9a, 5/10-21.8, and 5/27-27.

CROSS REF.:6:340 (Student Testing and Assessment Program), 7:50 (School Admissions/Eligibility for Services)

ADOPTED:September 17, 2010

REVISED:October 5, 2016

Cooperative Association for Special Education (CASE)

7:20 Harassment of Students Prohibited

Bullying, Intimidation, and Harassment Prohibited

No person, including a C.A.S.E. employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic.

C.A.S.E. will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

Sexual harassment of students is prohibited. Any person, including a C.A.S.E. employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and/or engages in other verbal or physical conduct, including sexual violence, of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating, hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. The term "sexual violence" includes a number of different acts. Examples of sexual violence include, but are not limited to, rape, sexual assault, sexual battery, sexual abuse, and sexual coercion.

Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, a Complaint Manager, or any staff member with whom the student is comfortable speaking. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

An allegation that a student was a victim of any prohibited conduct perpetrated by another student shall be referred to the Building Principal, Assistant Building Principal, or Dean of Students for appropriate action.

The Executive Director shall insert into this policy the names, addresses, and telephone numbers of C.A.S.E.'s current Nondiscrimination Coordinator and Complaint Managers. At least one of these individuals will be female, and at least one will be male.

Nondiscrimination Coordinator:

Cindy D'Ambrosio
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

cdambrosio@casedupage.com
Email

630.942.5600
Telephone

Complaint Managers:

Cindy D'Ambrosio
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

cdambrosio@casedupage.com
Email

630.942.5600
Telephone

Dr. Mary Furbush
Name

22W600 Butterfield Rd., Glen Ellyn, IL
60137
Address

mfurbush@casedupage.com
Email

630.942.5600
Telephone

The Executive Director shall use reasonable measures to inform staff members and students of this policy, such as, by including it in the appropriate handbooks.

Any C.A.S.E. employee who is determined, after an investigation, to have engaged in conduct prohibited by this Policy will be subject to disciplinary action up to and including discharge. Any C.A.S.E. student who is determined, after an investigation, to have engaged in conduct prohibited by this Policy will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the behavior policy. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Educational Amendments of 1972.

34 C.F.R. Part 106.

105 ILCS 5/10-20.12, 10-22.5, 5/27-1, and 5/27-23.7.

775 ILCS 5/1-101 et seq., Illinois Human Rights Act.

23 Ill.Admin.Code §1.240 and Part 200.

Davis v. Monroe County Bd. of Educ., 526 U.S. 629 (1999).

Franklin v. Gwinnett Co. Public Schs., 503 U.S. 60 (1992).

Gebser v. Lago Vista Independent Sch. Dist., 524 U.S. 274 (1998).

West v. Derby Unified Sch. Dist. No. 260, 206 F.3d 1358 (10th Cir. 2000).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 6:190 (Extracurricular and Co-Curricular Activities)

ADOPTED: April 6, 2018

7:60 Residence

Member Districts

Students who are residents of Member Districts may participate in the programs available through the Special Education Cooperative.

Non-Member Districts

Students who are residents of non-member districts may participate in the programs available through the Member Districts, under guidelines established by the Cooperative, providing the 'sending district' pay the serving District the tuition charge as billed.

LEGAL REF.:McKinney Homeless Assistance Act, 42 U.S.C. §11431 et seq.

105 ILCS 5/10-20.12a, 5/10-20.12b, and 5/10-22.5.

105 ILCS 45/ and 70/.

23 Ill.Admin.Code §1.240.

Israel S. by Owens v. Board of Educ. of Oak Park and River Forest High School Dist. 200, 601 N.E.2d 1264 (Ill.App.1, 1992).

Joel R. v. Board of Education of Manheim School District 83, 686 N.E.2d 650 (Ill.App.1, 1997).

Kraut v. Rachford, 366 N.E.2d 497 (Ill.App.1, 1977).

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

7:170 Vandalism

The Board of Directors will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

LEGAL REF.:740 ILCS 115/.

ADOPTED:September 17, 2010

Cooperative Association for Special Education (CASE)

7:230 Misconduct by Students with Disabilities

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. C.A.S.E. will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities. The committee shall review the State Board of Education's guidelines on the use of behavioral interventions and use them as a non-binding reference. This policy and the behavioral intervention procedures shall be furnished to the parents/guardians of all students with individual education plans within 15 days after their adoption or amendment by, or presentation to, the Board of Directors or at the time an individual education plan is first implemented for a student; all students shall be informed annually of the existence of this policy and the procedures. At the annual individualized education plan review, a copy of this policy shall be given to the parents/guardians. The policy and procedures shall be explained. A copy of the procedures shall be available, upon request of the parents/guardians.

Use of Isolated Time Out and Physical Restraint as Behavioral Interventions

C.A.S.E. retains the power to use reasonable force as needed to maintain safety of students, school personnel, or other persons or for the defense of property. C.A.S.E. acknowledges that there may be instances in which a student with disabilities requires the use of isolated time out and/or physical restraint as behavioral interventions to ensure the safety of the student or others.

1. Circumstances Under Which Isolated Time Out Or Physical Restraint May Be Applied

Isolated time out and physical restraint, as defined herein, are permitted only as behavioral interventions as a means of maintaining a safe and orderly environment for learning and only to the extent that their use is necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used to administer discipline to (i.e., punish) individual students. Both isolated time out and physical restraint are considered restrictive interventions and should only be used in emergency situations or when less restrictive interventions have been attempted and failed.

Isolated time out and physical restraint will only be used as behavioral interventions with a student with disabilities in an emergency situation or pursuant to a behavioral intervention plan (BIP) that is part of his/her IEP. Any BIP that includes the use of isolated time out and physical restraint must be developed by the student's IEP team, including the student's parent(s), at a duly convened IEP meeting and in accordance with the needs of the student.

This policy does not apply to the restriction of a student's movement when that restriction is for a purpose other than the maintenance of a safe and orderly environment, such as the appropriate use of a safety belt in motor vehicles.

2. Definitions

For purposes of this policy, the terms isolated time out and physical restraint are defined as follows:

- a. Isolated time out means the confinement of a student in a time-out room or some other enclosure, whether within or outside the classroom, from which the student's egress is restricted.
- b. Physical restraint means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific planned techniques, and does not include momentary periods of physical restriction by direct person-to-person contact without the aid of material or mechanical devices, accomplished with limited force and designed to:

1. prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
2. remove a disruptive student who is unwilling to leave the area voluntarily.

3. Procedures For Using Isolated Time Out And Physical Restraint

Staff shall observe the following procedure in cases of isolated time out or physical restraint:

a. Isolated time out:

1. The staff person responsible for supervising the student during isolated time out must be able to see the student at all times.
2. The staff person who is responsible for supervising the student shall remain within two feet of any enclosure used for isolated time out.

b. Physical restraint:

1. Physical restraint may only be employed by staff when:
 - the student poses a physical risk to himself, herself, or others;
 - there is no medical contraindication to its use; and
 - the staff applying the restraint have been trained in its safe application, consistent with 23 Ill. Admin. Code § 1.285.
2. Staff shall not subject students to physical restraint for using profanity or other verbal displays of disrespect for themselves or others. A verbal threat shall not be considered as constituting a physical danger unless a student also demonstrates a means of or intent to carry out the threat.
3. Except as otherwise permitted by law, staff shall not employ mechanical or chemical restraints (i.e., the use of any device other than personal physical force to restrict the limbs, head, or body).
4. For purposes of maintaining discipline, staff shall not use medically prescribed restraint procedures employed for the treatment of a physical disorder or for the immobilization of a person in connection with a medical or surgical procedure.
5. Staff shall take into consideration the safety and security of the student whenever physical restraint is employed. Staff use of physical restraint shall not rely upon pain as an intentional method of controlling the student.
6. In determining whether a student who is being physically restrained should be removed from the area where such restraint was initiated, the supervising staff person shall consider the potential for injury to the student, the student's need for privacy, and the educational and emotional well-being of other students in the vicinity.
7. If physical restraint is imposed upon a student whose primary mode of communication is sign language or an augmentative mode, staff shall permit the student to have his or her hands free of restraint for brief periods, unless the supervising personnel determine that such freedom appears likely to result in harm to the student or others.

c. Time limits:

1. Staff shall not keep a student in isolated time out for more than 30 minutes after he or she ceases presenting the specific behavior for which isolated time out was imposed or any other behavior for which it would be an appropriate intervention.
2. Staff shall release the student from physical restraint immediately upon the determination by the staff person administering the restraint that the student is no longer in imminent danger of causing physical harm to himself, herself, or others.

d. Documentation:

Staff shall prepare a written record of each episode of isolated time out or physical restraint which includes:

1. the student's name;
2. the date of the incident;
3. the beginning and ending times of the incident;
4. a description of any relevant events leading up to the incident;
5. a description of any interventions used prior to the implementation of isolated time out or physical restraint;
6. a description of the incident and/or student behavior that resulted in isolated time out or physical restraint;
7. a log of the student's behavior in isolated time out or during physical restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
8. a description of any injuries, whether to staff, student or others, or property damage;
9. a description of any planned approach to dealing with the student behavior in the future;
10. a list of the staff persons who participated in the implementation, monitoring, and supervision of isolated time out or physical restraint; and
11. the date on which parental notification took place.

The record described in this subsection (d) shall be completed by the beginning of the school day following the episode of isolated time out or physical restraint.

The Superintendent of each C.A.S.E. member district is authorized to develop, in conjunction with the District's Parent-Teacher Advisory Committee, appropriate school personnel and others, additional procedures to be followed by staff in cases of isolated time out or physical restraint, consistent with this Section and 23 Ill. Admin. Code § 1.285.

4. Responsible School Official

The Program Administrator will be informed of all incidents in which isolated time out or physical restraint are utilized, and will maintain the documentation and provide parent notification required under 23 Ill. Admin. Code § 1.285.

5. Process for Evaluating Injuries

In any case where a serious injury results from the use of isolated time out or physical restraint, the Program Administrator must be informed as soon as possible, but in no event later than the beginning of the school day after such injury occurs which is identified by the student, his or her parent/guardian, a staff member or any other individual as serious. The Executive Director or his/her designee shall investigate the injury with the assistance of the school nurse, and shall review the circumstances surrounding the injury.

6. Consideration Of Alternative Strategies

In the event that an episode of isolated time out exceeds 30 minutes, an episode of physical restraint exceeds 15 minutes, or repeated episodes have occurred during any three-hour period, a certified staff person knowledgeable about the use of time out or trained in the use of physical restraint, shall consider the appropriateness of continuing the procedure in use and the need for alternative strategies. Alternative strategies to be considered include, but are not limited to, assessment by a mental health crisis team, assistance from police or transportation by ambulance.

7. Annual Review

On an annual basis, the Program Administrator shall review the use of isolated time out and physical restraint in his/her C.A.S.E. program. This review shall include:

- a. a review of the number of incidents involving the use of isolated time out or physical restraint;
- b. the location and duration of each incident;
- c. the identity of the staff member(s) and student(s) who were involved in each incident;
- d. any injuries or property damage that occurred in each incident; and
- e. the timeliness of parental notification and administrative review after each incident.

Discipline of Special Education Students

C.A.S.E. shall comply with the provisions of the Individuals With Disabilities Education Act (IDEA), the Illinois School Code and their respective rules and regulations, when disciplining students with disabilities. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures, except that such disabled student shall continue to receive educational services as provided in the IDEA, the Illinois School Code and their respective rules and regulations, during such period of expulsion.

A special education student may be suspended for periods of no more than 10 consecutive school days each in response to separate incidents of gross disobedience or misconduct, regardless of whether the student's gross disobedience or misconduct is a manifestation of his or her disability, as long as the repeated removals do not constitute a pattern that amounts to a change in placement (considering factors such as the length of each removal, the total amount of time the student is removed, and the proximity of the removals to one another) and provided that such student receives educational services to the extent required by the IDEA, the Illinois School Code and their respective rules and regulations, during such removals.

Any special education student may be temporarily excluded from school by court order or by order of a duly appointed State of Illinois due process hearing officer changing the student's placement to an appropriate interim alternative educational setting for up to 45 school days, if C.A.S.E. demonstrates that maintaining the student in his or her current placement is substantially likely to result in injury to the student or others.

A special education student who has carried a weapon to school or to a school function, or who knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or a school function, or who has inflicted serious bodily injury upon another person while at school or a school function may be removed from his or her current placement. Such a student shall be placed in an appropriate interim alternative educational setting for no more than forty-five (45) school days, in accordance with the IDEA, the Illinois School Code and their respective rules and regulations. The length of time a student with a disability is placed in an interim alternative educational setting must be the same amount of time that a student without a disability would be subject to discipline.

Upon the occurrence of any act that may subject the student either to expulsion or suspension resulting in more than ten (10) cumulative days during any one school year, C.A.S.E. will convene an IEP meeting to review the student's behavioral intervention plan or, if a behavioral intervention plan has not been developed, to develop one.

LEGAL REF.: Individuals With Disabilities Education Improvement Act of 2004, 20 U.S.C. §§1412, 1413, and 1415.

Gun-Free Schools Act, 20 U.S.C. §7151 *et seq.*

34 C.F.R. §§300.101, 300.530 - 300.536.

105 ILCS 5/10-22.6 and 5/14-8.05.

23 Ill.Admin.Code §226.400.

Honig v. Doe, 108 S.Ct. 592 (1988).

ADMIN. PROC.:7:230-AP (Misconduct by Students with Disabilities)

CROSS REF.:6:120 (Education of Children with Disabilities)

ADOPTED: March 6, 2015

Cooperative Association for Special Education (CASE)

7:230-AP Administrative Procedure - Misconduct by Students with Disabilities

Special Education Suspension Procedures

1. All suspension notices and suspension review procedures established by the Illinois School Code shall be followed when suspending a special education student. In addition, a special education student who is suspended from school for more than ten (10) cumulative school days in a school year shall receive educational services in accordance with the IDEA, the Illinois School Code and their respective rules and regulations.
2. The first time a student is removed for more than ten (10) cumulative days during the school year, C.A.S.E. shall, no later than ten (10) business days after the decision to suspend a student is made, convene an IEP meeting to review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior. If no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan.
3. For all subsequent removals of the student that do not constitute a change in placement, the IEP team members must review the behavior intervention plan and its implementation. If any IEP team member indicates that the plan may need to be modified, an IEP meeting must be convened to review the plan and revise it, if appropriate.
4. For all removals that exceed ten (10) cumulative days during one school year, C.A.S.E. must provide services to the student. C.A.S.E. personnel, in conjunction with at least one of the student's teachers, shall determine the services to be provided. Such services must be designed to enable the student to progress in the general curriculum and advance toward his or her IEP goals.

Special Education Expulsion Procedures

1. C.A.S.E. shall promptly notify the student's parent(s)/guardian(s) of the gross disobedience or misconduct and whether the student shall be recommended for expulsion. All procedural protections pertaining to notice provided under the District's and C.A.S.E.'s discipline policy shall apply to a notice of recommended expulsion in the case of a special education student. The parent(s)/guardian(s) shall also receive written notification that:
 - States that a manifestation determination meeting shall be convened to determine whether the student's act of gross disobedience or misconduct is a manifestation of his or her disability. The manifestation determination meeting shall take place as soon as possible, but no later than ten (10) school days after the decision to discipline the student is made.
 - Requests that the student's parent(s)/guardian(s) attend the manifestation determination meeting at the date, time, and location specified in the notice.
 - Encloses a copy of the procedural safeguards.
2. For purposes of such manifestation determination, the meeting shall include the parents, relevant members of the student's IEP team, and any other qualified personnel, such as the authorized administrator familiar with the act of misconduct.
3. In carrying out the manifestation determination, all relevant information in terms of the behavior subject to the disciplinary action shall be considered, including:
 - Evaluation and diagnostic results, including relevant information supplied by the parents;
 - Teacher observations of the student; and
 - The student's IEP.
4. The behavior subject to the disciplinary action must be determined to be a manifestation of the student's disability if it is determined that:
 - The conduct in question was caused by, or had a direct and substantial relationship to, the student's disability; or
 - The conduct in question was the direct result of the District's or C.A.S.E.'s failure to implement the student's IEP.
5. If, at the manifestation determination meeting, it is determined that the behavior of the student was a manifestation of his or her disability, the authorized administrator shall not continue with his or her recommendation for expulsion. The authorized administrator may request a review of the appropriateness of the educational placement of the student in accordance with the ISBE Special Education rules. During the period necessary to propose a new placement, the student will remain in his or her then-current placement unless:
 - The student has not served a full ten (10) school day suspension imposed for the offense, in which case the student may be required to serve the remaining days of his or her suspension; or
 - The parent(s)/guardian(s) and the District agree on an interim placement; or
 - The District obtains an order from a court of competent jurisdiction or a State of Illinois due process hearing officer changing the then-current placement or providing for other appropriate relief.
6. If, at the manifestation determination review meeting, it is determined that the behavior of the student was not a manifestation of his or her disability, the authorized administrator may continue with his or her recommendation that the student be considered for expulsion by the District School Board. The parent(s)/guardian(s) shall receive written notice that includes the following:
 - A provision stating that the parent(s)/guardian(s) are entitled to all rights provided under the IDEA, the Illinois School Code and their respective rules and regulations, as available to the parent(s)/guardian(s) from the District or C.A.S.E.
 - A copy of the parent(s)/guardian(s)' rights.
7. In addition to issues regularly determined at an expulsion hearing, the authorized administrator must present evidence that the manifestation determination review team met and concluded that the student's misconduct was not a manifestation of his or her disability, which shall be duly noted by the School Board.
8. The administration shall ensure that relevant special education and disciplinary records of the student are transmitted for consideration by the School Board.
9. If a special education student is expelled from school in accordance with the procedures set forth above, an IEP meeting shall be convened to develop an educational program to deliver educational services to the student during such period of expulsion.

Weapons, Drug Offenses, and Serious Bodily Injury

In accordance with the above procedures, the District and/or C.A.S.E. may take one or more of the following steps when a student with a disability carries a weapon to school or to a school-related function, or knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school or at a school-related function, or has inflicted serious bodily injury upon another person while at school or a school-related function:

1. Suspend the student from school for ten (10) school days or less.
2. Conduct a manifestation determination meeting.
3. Convene an IEP conference to: (a) determine placement in an interim alternative educational setting for up to forty-five (45) school days, and (b) review and, if appropriate, modify the student's behavior intervention plan, as necessary, to address the student's behavior (if no behavior intervention plan is in place, the IEP team shall develop a plan for a functional behavioral assessment that must be used to develop a behavior intervention plan). The student may be placed in an interim alternative educational setting even if the behavior is a manifestation of the student's disability.
4. The interim alternative educational setting must:
 - Enable the student to continue to progress in the general curriculum;
 - Enable the student to receive the services and modifications set forth in his or her IEP; and
 - Include services and modifications designed to address the misconduct to prevent it from recurring.
5. If the parent(s)/guardian(s) disagree with the interim alternative educational placement or with the proposed placement and initiate a due process hearing, the student must remain in the interim alternative educational setting during the authorized review proceedings, unless the parent(s)/guardian(s) and the District agree on another placement.

Change of Placement if Maintenance of Current Placement Is Likely to Result in Injury

In the event that maintenance of a student's current placement is substantially likely to result in injury to the student or to others, the District or C.A.S.E. may seek an order from a court of competent jurisdiction or a State of Illinois due process hearing officer to change the student's placement to an appropriate interim alternative educational setting for one or more forty-five (45) school day periods after:

1. Conducting a manifestation determination and
2. Convening an IEP meeting to determine a proposed interim alternative educational setting.

The length of time a student with a disability is placed in an interim alternative educational setting must not be greater than the amount of time that a student without a disability would be subject to discipline.

DATED: September 17, 2010

7:230-E1 Exhibit - Behavioral Interventions in the Schools

C.A.S.E. is committed to providing a learning environment for all students which is conducive to their academic, social and emotional growth. C.A.S.E. staff will intervene with students whose behavior is not consistent with this goal. Specifically, intervention will occur when a student's behavior (1) is resulting in, or has the potential of resulting in, property loss or damage, (2) endangers the health and safety of him/herself or others, (3) represents a disruption of the educational process and (4) interferes with the school's legitimate educational purpose, i.e., constitutes non-compliance with the program's rules and regulations.

C.A.S.E. staff will intervene in the least intrusive manner consistent with the student's behavior. More intrusive interventions will occur when the student's behavior represents a significant danger to the health, safety and well-being of him/herself or others. Staff will use no interventions that are prohibited by law, such as corporal punishment, physical manipulation or procedure that causes pain and/or damage when used as an aversive procedure, expulsion with cessation of services, or faradic (electric) skin shock.

Interventions employed by C.A.S.E. are grouped under the following headings: 1) nonrestrictive, 2) restrictive and 3) highly restrictive. Unless the student's behavior is severe and potentially harmful to the health, safety or well-being of him/herself or others, staff will utilize non-restrictive procedures. If non-restrictive measures are not effective in de-escalating the student's behavior, restrictive measures will be employed. If these are not effective, highly restrictive measures will be used. Written documentation is required for each instance of a "restrictive" or "highly restrictive" intervention. Parents will be informed of such intervention as soon as possible and provided an opportunity to respond.

Parents and students will be informed of these behavioral interventions annually or upon initial enrollment of the student in C.A.S.E. programs. Parents and students may obtain copies of the Illinois State Board of Education's Behavioral Interventions in Schools: Guidelines for Development of District Policies for Students with Disabilities (January 1996), by contacting the Illinois State Board of Education, 100 North First Street, Springfield, Illinois 62777.

C.A.S.E. shall establish a parent-teacher advisory committee to assist the administration in the monitoring and development (or revision) of policies and procedures regarding behavioral interventions. C.A.S.E. will provide behavioral consultation services to staff and students on an as-needed basis and provide ongoing staff development opportunities to staff as they pertain to behavior management. Each C.A.S.E. program will establish a behavioral intervention committee that will review procedures and their implementation on a regular basis.

For students whose inappropriate behaviors are exhibited on a consistent basis, an IEP meeting will be convened for the purpose of developing an individualized behavior intervention plan. Parents are encouraged to be involved in the development of a behavior intervention plan for their child. Parents shall be informed fully of the rationale, procedures, and possible outcomes of a behavior intervention plan developed at an IEP meeting. All procedural safeguards, including rights to conflict resolution, mediation and an impartial due process hearing, shall be applicable to the resolution of disputes involving behavioral intervention plans.

Students who attend C.A.S.E. programs who must wear harnesses and other protective devices, as medically prescribed, are not considered to be physically restrained as defined in this policy. However, such devices will be worn only when necessary for the safety of the student and others. Students who are determined to require restraining devices which are not medically prescribed will have this so noted in their IEP. Students requiring vehicular restraining devices will have this so noted in their IEP.

In any C.A.S.E.-operated program, reasonable force may be exercised by a staff member to ensure the safety of oneself, other students, school personnel or persons, the defense of property, or in emergency situations. Students enrolled in C.A.S.E. programs shall be physically controlled only when necessary and only in a manner consistent with program guidelines and procedures. Such control shall not be used as punishment, rather for safety and/or therapeutic reasons.

Isolated time out and physical restraint are permitted only as behavioral interventions as a means of maintaining a safe and orderly environment for learning and only to the extent that their use is necessary to preserve the safety of students and others. Neither isolated time out nor physical restraint shall be used to administer discipline to (i.e., punish) individual students. Both isolated time out and physical restraint are considered restrictive interventions and should only be used in emergency situations or when less restrictive interventions have been attempted and failed.

Isolated time out and physical restraint will only be used with a student with disabilities as behavioral interventions in an emergency situation or pursuant to a behavioral intervention plan (BIP) that is part of his/her IEP. Any BIP that includes the use of isolated time out and physical restraint must be developed by the student's IEP team, including the student's parent(s), at a duly convened IEP meeting and in accordance with the needs of the student.

The behavioral interventions provide examples of non-restrictive, restrictive and highly restrictive interventions and conditions/circumstances under which they may be used.

Provided below is an alphabetized, non-exhaustive list of behavioral interventions according to four levels of restrictiveness: nonrestrictive, restrictive, highly restrictive, and prohibited.

Interventions listed as nonrestrictive are preferred, when appropriate, because of the low risk of negative side effects and the high priority placed on positive behavior change rather than behavior control. These interventions may be used without the development of a written behavioral management plan or inclusion in the student's IEP. A best practices approach to the implementation of any behavioral intervention, however, involves a functional analysis of the behavior of concern, careful planning and monitoring of the intervention procedures, and systematic evaluation of intervention outcomes. The use of positive and non-aversive interventions should be given the highest priority and should be directed at the development of positive student behaviors and skills.

Non-restrictive Interventions

- Allowing student to escape task
- Calling/notifying parent
- Contingent exercise*
- Differential reinforcement
- Direct instruction
- Environmental/activity modification
- Extinction*
- Instructional assignment
- Modeling
- Peer involvement
- Planned ignoring
- Positive practice/overcorrection*
- Positive reinforcement (individual or group)
- Prompting
- Proximity control
- Punishment writing*
- Redirecting student (physically)*
- Redirecting student (verbal, nonverbal, signal)
- Response-cost
- Restitutional overcorrection*
- Self-management
- Shaping
- Teaching alternative behaviors
- Teaching self-reinforcement
- Behavior Insight Compositions
- Writing lines
- Time-out (exclusionary/physical)*
- Time-out (non-exclusionary)
- Token economy
- Verbal feedback
- Verbal reprimand

**Depending upon the student's needs, IEP, etc., these interventions may be restrictive in nature. With extensive use, these interventions may become restrictive in nature. Additionally, if they adversely affect student learning or extreme negative behaviors occur in response to them, they could be considered restrictive interventions. Under these circumstances, all precautions (e.g., documentation) associated with a restrictive intervention should be followed.*

Interventions listed as restrictive may be appropriate during emergency situations or when less restrictive interventions have been attempted and failed. Restrictive interventions include aversive and deprivation procedures that are associated with a higher risk of negative side effects. Therefore, greater caution should be exercised in their use. Restrictive interventions should be used only after a functional analysis of behavior has been completed and documented, a behavioral management plan written and appropriate modification of the student's IEP completed. Except in emergencies, restrictive interventions shall be used only when less restrictive interventions have been attempted unsuccessfully. Additionally, restrictive interventions shall be used for a minimum amount of time necessary to control the individual's behavior, shall be used in conjunction with positive interventions designed to strengthen competing behavior, and shall be replaced by less restrictive procedures as quickly as possible.

Restrictive Interventions

- Detention (before/after school, weekend)
- Exclusion from extracurricular activities
- Food delay
- Forced physical guidance
- Inhibiting devices
- Isolated time out
- Manual restraint
- Negative practice
- Physical restraint
- Satiation
- Suspension (in-school) - educational program provided
- Suspension (out-of-school) - educational program not provided

Interventions listed as highly restrictive are deemed inappropriate in most circumstances.

Highly Restrictive Intervention

- Aversive mists, aromatics, tastes
- Denial or restriction of access to regularly used equipment/devices that facilitate the child's educational functioning, except when such equipment is temporarily at risk for damage
- Mechanical restraints (excludes restraints prescribed by physician or used as a safety procedure for transportation)
- Expulsion with continuing education program

Interventions listed as prohibited are illegal.

Prohibited Interventions

- Corporal punishment
- Expulsion with cessation of services
- Faradic skin shock
- Physical manipulation or procedure that causes pain and/or tissue damage used as an aversive procedure

DATED:September 17, 2010

Cooperative Association for Special Education (CASE)

7:230-E2 Exhibit - Physical Management Incident Report

Please refer to Board Policy 7:230, *Misconduct by Students with Disabilities*.

For purposes of this report, the following definitions apply:

"Physical restraint" means holding a student or otherwise restricting his or her movements. Physical restraint includes only the use of specific, planned techniques (e.g., the "basket hold" and "team control"). Physical restraint may only be used by staff when:

1. The student poses a physical risk to himself, herself, or others;
2. There is no medical contraindication to its use; and
3. The staff applying the restraint has been trained in its safe application as specified in Board policies and procedures.

"Physical management" means momentary periods of physical restriction by direct person-to-person contact, without the aid of material or mechanical devices, accomplished with limited force and designed to:

1. Prevent a student from completing an act that would result in potential physical harm to himself, herself, or another or damage to property; or
2. Remove a disruptive student who is unwilling to leave the area voluntarily.

THE DESIGNATED PROGRAM ADMINISTRATOR MUST BE NOTIFIED OF ALL INCIDENTS INVOLVING THE USE OF PHYSICAL RESTRAINT AS SOON AS POSSIBLE, BUT NO LATER THAN THE END OF THE SCHOOL DAY IN WHICH THE INCIDENT OCCURRED.

(THIS REPORT MUST BE COMPLETED BY NO LATER THAN THE BEGINNING OF THE SCHOOL DAY FOLLOWING THE INCIDENT.)

Student Name:

Date of Incident:

Location/Area of Incident:

Staff Completing Report:

Identify staff and student(s) who were involved in the incident:

Specifically explain the events/circumstances that led to the use of physical management:

Specifically explain any interventions that were used prior to the use of physical management:

Provide a description of the incident and/or the student's behavior that resulted in the use of physical management:

Log the student's behavior during the physical management, including technique(s) used by the staff and any other interactions between the student and staff:

Time Observed Behavior Staff

What length of time was the student physically managed?

Beginning time: End time:

Was anyone injured? No: ? Yes: ?

If yes, provide who was injured and a description of the injury(ies):

Was medical attention required? No: ? Yes: ?

If yes, provide who and a description of what actions were taken to provide medical attention:

Was any property damaged? No: ? Yes: ?

If yes, provide a description of property damage:

Provide a description of any planned approach for dealing with the student's behavior in the future:

Did you contact the student's parent/guardian about the incident?

Phone Call No: ? Yes: ? Date:

Written Notice* ? Yes: ? Date:

*Within 24 hours of the use of physical restraint, written notice must be given to the student's parent/guardian that includes (1) the student's name, (2) the date of the incident, (3) a description of the intervention used, and (4) the name of a C.A.S.E. contact person with a telephone number to be called for further information.

Signature of staff completing report:

Date report completed:

Date report submitted to Program Administrator:

Date report reviewed by Program Administrator:

Date report submitted to Executive Director:

Date of parent/guardian notification:

Completed Only When (one or more of the following occur):

- Isolated Time Out (ITO) exceeds 30 minutes
- Physical Restraint (PR) exceeds 15 minutes
- Repeated episodes occur during any 3 hour period

Clinical Review

Conducted to determine the appropriateness of continuing the procedure in use. Factors to consider include but are not limited to, 1) need for medication, 2) nourishment, 3) use of restroom, 4) need for alternate strategies (e.g., assessment by mental health crisis team, assistance from police, or transportation by ambulance).

Certified Staff (knowledgeable about the use of isolated time out or trained in the use of physical restraint as applicable).

Signature _____ Date _____

Parent/Guardian Notification:

Date of Phone Call(s) _____ Initial _____

Date Mailed _____ Initial _____

Staff Completing Report _____ Date _____

Program Administrator Review of Report _____ Date _____

If ITO and/or PR were used on an emergency basis for a student who does not have a behavioral intervention plan providing for the use of ITO and/or PR, an IEP meeting must be convened to discuss the

incident and, if necessary, initiate the development of a behavioral intervention plan. If the student has experienced three instances of ITO and/or PR, a behavioral intervention plan must be developed by the IEP team.

Date of Scheduled IEP meeting

Program Administrator Date _____

DATED:September 17, 2010

Cooperative Association for Special Education (CASE)

7:340 Student Records

C.A.S.E. student records are confidential and information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for: (1) writings or other recorded information that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher (2) information maintained by law enforcement officers working in the school; (3) video or other electronic recordings created and maintained by law enforcement officers working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; (4) electronic recordings made on school buses; and (5) any reports received by a law enforcement agency and law enforcement records transmitted to the appropriate school official by a local law enforcement agency under a reciprocal reporting system. The content of video or other electronic recordings created and maintained by law enforcement officers working in the school or for security or safety reasons or purposes may become part of a school student record to the extent that school officials use and maintain this content for a particular reason regarding a specific student. Such video or other electronic recordings which become part of a student's records are not a public record and shall be released only in conformance with federal and State law.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school student records. The information contained in student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. C.A.S.E. may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, C.A.S.E. will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian. Upon request, C.A.S.E. discloses school student records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law.

The Executive Director shall implement this policy with administrative procedures. The Executive Director shall also designate a *records custodian* who will be responsible for maintaining student records and protecting such records against risks, such as unauthorized access, release or use. The Executive Director or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of this policy, as well as their rights regarding student records.

C.A.S.E. shall maintain only those student records necessary to provide special education and related services to a student during his or her participation in a C.A.S.E. program. C.A.S.E. shall return all student records in its possession to the student's district of residence upon exit of the student from C.A.S.E. programs.

Student Biometric Information Collection

The Executive Director or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, C.A.S.E. shall obtain written permission from the person having legal custody/parental responsibility or the student (if over the age of 18). Upon a student's 18th birthday, C.A.S.E. shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited except as provided by law.

C.A.S.E. will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or exits a C.A.S.E. program, or (2) C.A.S.E. receives a written request to discontinue use of biometric information from the person having legal custody/parental responsibility of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Executive Director or designee.

The Executive Director or designee shall develop procedures to implement this policy consistent with State and federal law.

LEGAL REF.: Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

Owasso I.S.D. No. 1011 v. Falvo, 122 S.Ct. 934 (2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part 99.

Children's Privacy Protection and Parental Empowerment Act, 325 ILCS 17/.

105 ILCS 5/10-20.21b, 20.37, 20.40, 5/14-1.01 *et seq.*, and 10/.

50 ILCS 205/7.

750 ILCS 5/602.11.

23 Ill.Admin.Code Parts 226 and 375.

CROSS REF.:5:100 (Staff Development Program), 5:130 (Responsibilities Concerning Internal Information)

ADOPTED:January 8, 2016

Cooperative Association for Special Education (CASE)

7:340-AP Administrative Procedure - Student Records

Student Records Defined

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for: 1) writings or other recorded information that are kept in a school staff member's sole possession destroyed not later than the student's graduation or permanent withdrawal, and not accessible or revealed to any other person except a temporary substitute teacher; 2) information maintained by law enforcement officers working in the school; 3) video or other electronic recordings created and maintained by law enforcement officers working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; 4) electronic recordings made on school buses; and 5) any reports received by a law enforcement agency and law enforcement records transmitted to the appropriate school official by a local law enforcement agency under a reciprocal reporting system.

The content of video or other electronic recordings created and maintained by law enforcement officers working in the school or for security or safety reasons or purposes may become part of a school student record to the extent that school officials use and maintain this content for a particular reason (e.g., disciplinary action, compliance with a student's IEP) regarding a specific student. Such video or other electronic recordings which become part of a student's records are not a public record and shall be released only in conformance with federal and State law.

Maintenance of School Student Records

C.A.S.E. shall maintain only those student records necessary to provide special education and related services to a student during his or her participation in a C.A.S.E. program. C.A.S.E. shall return all student records in its possession to the student's district of residence upon the student's exit from C.A.S.E. programs.

For the period of a student's participation in C.A.S.E. programs, C.A.S.E. maintains two types of school records for each student: *permanent* records and *temporary* records.

The *permanent records* shall include:

Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)

Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations, except that a parent may request in writing the removal of any such scores, and the unique student identifier assigned and used by the SIS

Attendance record

Health record

Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

Scores received on all State assessment tests administered at the high school level (that is, grades 9 through 12)

If not maintained in the temporary record, the *permanent records* may include:

Honors and awards received

Information concerning participation in school-sponsored activities and athletics, or offices held in school-sponsored organizations.

No other information shall be kept in the permanent records. All information not required to be kept in the student's permanent records is kept in the student's *temporary records* and must include:

A record of release of temporary record information in accordance with Section 6(c) of the Act

Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)

Information regarding serious disciplinary infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, or the imposition of punishment or sanction

Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act as required by Section 2(f) of the Act. No report other than what is required under Section 8.6 of the Abused and Neglected Child Reporting Act shall be placed in the student temporary record.

Completed home language survey form

Any biometric information that is collected by C.A.S.E.

Health-related information

Accident reports

The *temporary records* may include:

Family background information

Intelligence test scores, group and individual

Aptitude test scores

Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews

Elementary and secondary achievement level test results

Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations

Honors and awards received

Teacher anecdotal records

Other disciplinary information

Special education records

Records associated with plans developed under section 504 of the Rehabilitation Act of 1973

Any verified reports or information from non-educational persons, agencies, or organizations

of clear relevance to the education of the student

Information in the temporary record will indicate authorship and the date it was added to the record.

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, care, and security of a student's permanent or temporary records. The Building Principal or designee must take all reasonable measures to protect student records through administrative, technical, and security safeguards against risks, such as unauthorized access, release or use. Upon a student's exit from C.A.S.E. programs, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student that all records in C.A.S.E.'s possession will be returned to the school district of residence and of their right to request a copy. Before C.A.S.E. destroys or deletes any information from a student's records, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student records shall be destroyed under the conditions set forth in the Local Records Act. Student records shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

C.A.S.E. uses students' Social Security numbers for intra-school identification purposes, if at all. However, C.A.S.E. may not require students or their parents/guardians to provide them. Absent a court order, C.A.S.E. will not provide educational records to the Immigration and Naturalization Service.

For purposes of this administrative procedure, a "court order" is a document signed by a judge. A subpoena signed by a court clerk, an attorney, or an administrative agency office shall not be considered a court order unless signed by a judge.

Access to Student Records

C.A.S.E. shall grant access to student records as follows:

1. Neither C.A.S.E. nor any of its employees or school officials shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act, the Mental Health and Developmental Disabilities Confidentiality Act, and their respective implementing rules.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 school days of C.A.S.E.'s receipt of such a request.

Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's records unless C.A.S.E. receives a copy of a court order indicating otherwise. C.A.S.E. shall

send copies of the following to both parents/guardians at either's request, unless C.A.S.E. has a copy of a court order indicating otherwise:

- a. Academic progress reports or records;
- b. Health related information;
- c. Notices of parent-teacher conferences;
- d. School calendars distributed to parents/guardians; and
- e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.

Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.

3. C.A.S.E. may grant access to, or release information from, student records without parental/guardian consent or notification to C.A.S.E. employees or school officials, or employees or officials of the Illinois State Board of Education, who have a current, demonstrable educational or administrative interest in the student, in furtherance of such interest. A "school official" is a Board member, attorney, auditor, insurance representative, independent evaluator, or a contractor, consultant, volunteer, or other person to whom C.A.S.E. has outsourced institutional services or functions for which C.A.S.E. would otherwise use employees. A "current, demonstrable educational or administrative interest" means that the person requires access to the student record information to perform his or her required services or functions for C.A.S.E.
4. C.A.S.E. may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. C.A.S.E. shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, C.A.S.E. will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's records without notice to or the consent of the student's parent(s)/guardian(s). Parents of students who are named in a court order shall be deemed to have received the required written notice, except where mental health or developmental disabilities records/information as defined in the Mental Health and Developmental Disabilities Confidentiality Act is in a student's records. The school shall respond to the order no earlier than 5 school days after its receipt in order to afford parents the opportunity to review, inspect and challenge the records if the parents choose to do so.
6. C.A.S.E. shall grant access to, or release information from, any student record as specifically required by federal or State law.
7. C.A.S.E. shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released; the information or record to be released; the reason for the release; the right of the parent(s)/guardian(s) or eligible student to copy the information to be disclosed, challenge its contents, limit the consent to designated record(s) or portion(s) of the information contained in those records, and revoke the consent in writing at any time; the consequences of a refusal to consent, if any; and the date on which the consent expires. One copy of the signed consent form will be kept in the temporary records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent.
8. C.A.S.E. may release student records, or information contained therein, to the official records custodian of another Illinois school, or an official with similar responsibilities in a school outside of Illinois, in which the student has enrolled or intends to enroll, upon written request from such official. This exception includes, but is not limited to, the disclosure of student records/information in connection with determining an appropriate placement for a student with disabilities under the IDEA, provided that the parent(s)/guardian(s) shall be given prompt written notice.
9. Prior to the release of any records, or information under items 6 and 8 above, C.A.S.E. shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. C.A.S.E. may release student records, or information contained therein, in connection with an emergency without parent guardian consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. C.A.S.E. employees and school officials shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. C.A.S.E. shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. C.A.S.E. shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j) individuals authorized by court.
12. C.A.S.E. shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:
 - a. The committee member is a State or local official or authority,
 - b. The disclosure concerns the juvenile justice system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
 - c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with community resources pursuant to Section 5-145 of the Juvenile Court Act of 1987, and
 - d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.
13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parents/guardians that they may make this objection.
14. C.A.S.E. charges \$.35 per page for copies of student records. No parent(s)/guardian(s) or student shall be precluded from receiving copies because of financial hardship.
15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records. This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, or official records custodian. The record of release shall include:
 - a. The nature and substance of the information released or made accessible.
 - b. The name and signature of the official records custodian releasing the information.
 - c. The name of the person obtaining the release or access, the capacity in which the request for information was made, and the purpose of the request.
 - d. The date of the release or grant of access.
 - e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

Court Orders of Protection

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection. When a child who is a "protected person" under an order of protection transfers to public or private school, or as soon as possible, the Building Principal shall, at the request of the Petitioner, provide, within 24 hours of the transfer or as soon as possible, written notice of the order of protection, along with a certified copy of the order, to the school to which the child is transferring.

Directory Information

C.A.S.E. may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents/guardians' names, mailing addresses, electronic mail addresses, and telephone numbers

Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications (e.g., yearbooks, newspapers, or sporting or fine arts programs), except that:

A) No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, and

B) No image on a school security video recording shall be designated as directory information

Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

Major field of study

Period of attendance in school

The notification to parents/guardians and students concerning student records will inform them of their right to object to the release of directory information.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, C.A.S.E. shall obtain written permission from parent(s)/guardian(s) or eligible student. Upon a student's 18th birthday, C.A.S.E. shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited, except (1) if prior written consent is provided by the parent/guardian or eligible student, or (2) pursuant to court order.

C.A.S.E. will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or permanently withdraws from C.A.S.E., or (2) C.A.S.E. receives a written request to discontinue use of biometric information from the parent/guardian or eligible student. Requests to discontinue using a student's biometric information shall be forwarded to the Executive Director or designee.

Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records, with the exception of academic grades, current maintained by C.A.S.E. Also, when the student's records are being forwarded to another school to which the student is transferring, no challenge may be made to references to expulsions or out-of-school suspensions. The request for a hearing must be submitted in writing to the official records custodian and contain notice of the specific entry or entries to be challenged and the basis of the challenge. A records challenge will be conducted according to the following procedures:

1) An initial informal conference will be held with the parents, within 15 school days of receipt of the written request for a hearing.

2) If the challenge is not resolved by the informal conference, the following will be initiated:

A) A hearing officer, who is not employed in the attendance center in which the student is enrolled, will be appointed by C.A.S.E.

B) The hearing officer will conduct a hearing no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer will notify parents and school officials of the time and place of the hearing.

C) At the each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore; and
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

D) A verbatim record of the hearing will be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.

E) The hearing officer will transmit a written decision will be transmitted to the parents and C.A.S.E. no later than 10 school days after the conclusion of the hearing. It must be based solely on the information presented at the hearing and must be one of the following:

i) To retain the challenged contents of the student record;

ii) To remove the challenged contents of the student record; or

iii) To change, clarify or add to the challenged contents of the student record.

3) Any party will have the right to appeal the hearing officer's decision to the Regional Superintendent within 20 school days after the decision is transmitted. If the parent appeals, the parent will inform C.A.S.E. and within 10 school days C.A.S.E. will forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent. C.A.S.E. may initiate an appeal by the same procedures.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. C.A.S.E. will include a copy of the statement in any release of the information in dispute.

Special Education Records

For purposes of this administrative procedure, "special education records" means student records that relate to identification, evaluation, or placement of, or the provision of a free and appropriate public education to, a student with a disability under the Individuals with Disabilities Education Act (IDEA), Article 14 of the School Code, and their respective implementing regulations. Special education records include the report of the multidisciplinary staffing conference on which placement or non-placement was based, and all records and audio recordings in any format relating to special education placement hearings and appeals.

A student's special education records and other information contained in the student's temporary records may be of continued assistance when after the student exits C.A.S.E. programs. The special education records and other temporary records may include individualized education plans (IEPs), reports of psychological and other evaluations of the student, disciplinary information, aptitude/intelligence test scores, and/or other information that may be useful for future educational planning for the student and/or for the provision of vocational, health, mental health, educational, or other services to the student.

After the student exits C.A.S.E. programs, all special education records in its possession are returned to the student's district of residence. A parent/guardian or student may request a transfer of the special education records from the resident school district.

Other Rights

No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.

Parent(s)/guardian(s) have the right to file a complaint with the U.S. Department of Education concerning alleged failures by C.A.S.E. to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington DC 20202-4605

LEGAL REF.:20 U.S.C. §1232(g)(j).

Owasso I.S.D. No. H011 v. Falvo, 122 S.Ct. 934 (2002).

Chicago Tribune Co. v. Chicago Bd. of Ed., 773 N.E.2d 674 (Ill.App.1, 2002).

Family Educational Rights and Privacy Act, 20 U.S.C. §1232g; 34 C.F.R. Part99.

105 ILCS 5/10-21.8 and 10/1 et seq.

23 Ill.Admin.Code §Part 375.

Approved: September 6, 2013

SECTION 8 - COMMUNITY RELATIONS

Cooperative Association for Special Education (CASE)

8:10 Cooperative-Community Relations Goals

Public Relations

A full understanding of the Cooperative Association for Special Education's program and what it can and should do for children is important in developing a good delivery of special education programs. In order to achieve such understanding the Board of Directors believes:

1. Educational communications should be many faceted and should include a variety of media to efficiently and effectively inform all citizens of each Member District;
2. Educational communications must be internal as well as external and stress the dissemination of factual, objective and realistic data about the Cooperative;
3. Educational communications must include a planned program with involvement and feedback to be effective;
4. Educational communications must be sensitive to change as determined by events and evaluation of the program.

In accordance with its stated Cooperative-Community public relations goals, objectives shall be:

1. To provide an information program to aid public understanding of the Cooperative which may include, but not be limited to, regular feature stories and various brochures describing Cooperative programs and policies;
2. To assess public opinion as a means to assist the Board of Directors in policy determination and to assist the professional staff in the operation of the schools;
3. To recognize the right of the news media to inquire, research, and report to the public information about the Cooperative;
4. To seek ways to involve citizens in the work of the Cooperative and foster understanding in the community of each Member District;
5. To provide in-service activities to assist all employees in the Cooperative in recognizing their roles as representatives of the Cooperative in the total Cooperative-Community relations effort;
6. To conduct all Cooperative business in public sessions save for those areas which of necessity should and by law may be considered in closed meeting.

Community Engagement

Community engagement is a process that the Board uses to actively involve diverse citizens in dialogue, deliberation, and collaborative thinking around common interests for the Cooperative's schools.

The Board, in consultation with the Director, determines the purpose(s) and objective(s) of any community engagement initiative. For each community engagement initiative, the Board will commit to the determined purpose(s) and objective(s), and provide information about the expected nature of the public's involvement; the Director or designee will identify the effective tools and tactics that will advance the Board's purpose(s) and objective(s).

The Director will: (1) at least annually, prepare a report of each community engagement initiative, and/or (2) prepare a final report of each community engagement initiative.

The Board will periodically: (1) review whether its community engagement initiatives are achieving the identified purpose(s) and objective(s), (2) consider what, if any, modifications would improve effectiveness, and (3) determine whether to continue individual initiatives.

ADOPTED:December 4, 2015

Cooperative Association for Special Education (CASE)

8:25 Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

A. Advertising and Posting or Distributing Materials or Literature in C.A.S.E. Schools or on C.A.S.E. grounds

C.A.S.E. has not established an open forum for the distribution of advertising, material, or literature by non-school related individuals or entities. No advertising, material, or literature shall be posted or distributed by non-school related individual, group, company, or community-based organization that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, (4) be defamatory, obscene, vulgar, or indecent, or (5) advance or oppose religion or related interests except as set forth in Section D below, (6) advance or oppose a political agenda, interest or candidate except as set forth in Section D below. In all respects it is the intent of the Board of Directors that the content of any advertising, material, or literature distributed by non-school related individuals or entities be limited and in accordance with this Policy, be neither controversial nor disruptive, and be appropriate to the mission of C.A.S.E. and C.A.S.E.'s pedagogical concerns.

B. Community, Educational, Charitable, or Recreational Organizations

Also subject to Section A above, community, educational, charitable, recreational, or similar groups may, under procedures established by the Executive Director, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or Cooperative's website where appropriate. All material and literature must be (1) be student-oriented, (2) prominently display the sponsoring organization's name, and (3) be approved in advance by the Executive Director or designee. The Cooperative reserves the right to decide where and when any advertisement or flyer is distributed, displayed, or posted.

C. Commercial Companies and Political Candidates or Parties

Commercial companies and political candidates or organizations are prohibited from advertising, posting, or distributing materials in C.A.S.E. schools, on C.A.S.E. grounds, or on school or C.A.S.E. websites.

D. Religion or Political Materials

Material that advances or opposes religion or related interests, or advances or opposes a political agenda, interest or candidate, will not be accepted for posting or distribution, except when used as part of curriculum.

LEGAL REF.: Berger v. Rensselaer Central School Corp., 982 F.2d 1160 (7th Cir. 1993), *cert. denied*, 113 S.Ct. 2344 (1993).

DiLoreto v. Downey Unified School Dist., 196 F.3d 958 (9th Cir. 1999).

Hedges v. Wauconda Community Unit School Dist., No. 118, 9 F.3d 5 (7th Cir. 1993).

Lamb's Chapel v. Center Moriches Union Free School Dist., 113 S.Ct. 2141 (1993).

Sherman v. Community Consolidated School Dist. 21, 8 F.3d 1160 (7th Cir. 1993), *cert. denied*, 114 S.Ct. 2109 (1994).

Victory Through Jesus Sports Ministry v. Lee's Foundation R-7 Sch. Dist., 640 F.3d 329 (8th Cir. 2011), *cert. denied*, 132 S.Ct. 592 (2011).

CROSS REF.: 7:325 (Student Fund-Raising Activities), 7:330 (Student Use of Buildings - Equal Access)

ADOPTED: April 10, 2015

Cooperative Association for Special Education (CASE)

8:30 Visitors to and Conduct on School Property

The following definitions apply to this policy:

School property - All C.A.S.E. buildings, grounds, parking areas, vehicles used for school purposes, and any location used for a Board meeting, school athletic event, or other school-sponsored event.

Visitor - Any person other than a student enrolled in a C.A.S.E. program or C.A.S.E. employee.

All visitors to C.A.S.E. property are required to report to the Building Principal's office and receive permission to remain on the property. All visitors must sign a visitors' log, show identification, and wear a visitor's badge. When leaving the building, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto C.A.S.E. property, visitors are not required to sign in but must follow C.A.S.E. officials' instructions. Persons on C.A.S.E. property without permission will be directed to leave and may be subject to criminal prosecution.

Except for observations or evaluations of students with disabilities as provided in 6:120-AP2, *Administrative Procedure - Access to Classrooms and Personnel*, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

The Cooperative expects mutual respect, civility, and orderly conduct among all people on C.A.S.E. property or at a C.A.S.E. event. No person on C.A.S.E. property or at a C.A.S.E. event (including visitors, students, and employees) shall:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official, coach, or any other person.
2. Behave in an unsportsmanlike manner, use vulgar or obscene language.
3. Possess a weapon, any object that can reasonably be considered a weapon, looks like a weapon, or any dangerous device.
4. Damage or threaten to damage another's property.
5. Damage or deface C.A.S.E. property.
6. Violate any Illinois law, town or county ordinance.
7. Smoke or otherwise use tobacco products.
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
9. Possess or use medical cannabis.
10. Impede, delay, disrupt, or otherwise interfere with any C.A.S.E. activity or function (including using cellular phones in a disruptive manner).
11. Enter upon any portion of C.A.S.E. premises at any time for purposes other than those that are lawful and authorized by the Board.
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized C.A.S.E. employee's directive.
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
14. Violate other C.A.S.E. policies or regulations, or a directive from an authorized security officer or C.A.S.E. employee.
15. Engage in any conduct that interferes with, disrupts, or adversely affects C.A.S.E. or a C.A.S.E. function.

Observations and Evaluations of Students with Disabilities

The parents/guardians of C.A.S.E. students with disabilities, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators shall be permitted reasonable visits to any C.A.S.E. school, facilities, buildings, or program as provided in this Policy and 6:120-AP2, *Administrative Procedure - Access to Classrooms and Personnel*.

The parents/guardians of students attending C.A.S.E. programs shall be permitted reasonable visits to observe their child or their child's current or proposed educational placement, services, or program.

An independent educational evaluator or qualified professional retained by or on behalf of the parent/guardian shall be permitted reasonable visits to observe and/or to conduct an evaluation of a student or the student's current or proposed educational placement, services, or program. If an evaluation includes interviews with C.A.S.E. personnel, the interviews must be scheduled in advance of the visit with the Building Principal or other Administrator.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender meets either of the following two exceptions:

3. The offender is a parent/guardian of a student attending a C.A.S.E. program as notified the Building Principal of his or her presence at the C.A.S.E. for the purpose of: (i) attending a conference with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion; or
4. The offender received permission to be present from the Board of Directors, Executive Director, or Executive Director's designee. If permission is granted, the Executive Director or Board Chairman shall provide the details of the offender's upcoming visit to the Building Principal or Program Administrator.

In all cases, the Executive Director, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a C.A.S.E. employee (or group of employees) in the school building during duty-free times of such employees.

Please refer to the current Contractual Agreement between C.A.S.E. Board of Directors and C.A.S.E. Education Association, IEA-NEA.

Enforcement

Any staff member may request identification from any person on C.A.S.E. property; refusal to provide such information is a criminal act. The Principal or designee shall remove any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this Policy may be ejected from C.A.S.E. property. The person is also subject to being denied admission to C.A.S.E. events or meetings for up to one calendar year.

Procedures to Deny Future Admission to C.A.S.E. Events or Meetings

Before any person may be denied admission to C.A.S.E. events or meetings as provided in this Policy, the person has a right to a hearing before the Board. The Executive Director may refuse the person admission pending such hearing. The Executive Director or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing,
2. A description of the prohibited conduct,
3. The proposed time period that admission to C.A.S.E. events will be denied, and
4. Instructions on how to waive a hearing.

LEGAL REF.: Nuding v. Cerro Gordo Community Unit School Dist., 730 N.E.2d 96 (Ill.App.4, 2000).

Pro-Children Act of 1994, 20 U.S.C. §7181 *et seq.*

105 ILCS 5/10-20.5b, 5/24-24, and 5/24-25.

410 ILCS 130/, Compassionate Use of Medical Cannabis Pilot Program.

430 ILCS 66/, Firearm Concealed Carry Act.

720 ILCS 5/11-9.3.

CROSS REF.: 4:170 (Safety), 6:250 (Community Resource Persons and Volunteers).

ADOPTED: January 8, 2016

8:70 Accommodating Individuals with Disabilities

Individuals with disabilities shall be provided an opportunity to participate in all school-sponsored services, programs, or activities and will not be subject to illegal discrimination. When appropriate, the Cooperative may provide to persons with disabilities aids, benefits, or services that are separate or different from, but as effective as, those provided to others.

The Cooperative will provide auxiliary aids and services when necessary to afford individuals with disabilities equal opportunity to participate in or enjoy the benefits of a service, program, or activity.

Each service, program, or activity operated in existing facilities shall be readily accessible to, and useable by, individuals with disabilities. New construction and alterations to facilities existing before January 26, 1992, will be accessible when viewed in their entirety.

The Executive Director or designee is designated the Title II Coordinator and shall:

1. Oversee the Cooperative's compliance efforts and recommend necessary modifications to the Board of Directors.
2. Maintain the Cooperative's final Title II self-evaluation document, update it to the extent necessary, and keep it available for public inspection for at least 3 years after its completion date.
3. Institute plans to make information regarding Title II's protection available to any interested party.

Individuals with disabilities should notify the Executive Director or Building Principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Individuals with disabilities may allege a violation of this policy or federal law by reporting it to the Executive Director or designated Title II Coordinator, or by filing a grievance under the Uniform Grievance Procedure.

LEGAL REF.:Americans with Disabilities Act, 42 U.S.C. §§12101 et seq. and 12131et seq.; 28 C.F.R. Part 35.

Rehabilitation Act of 1973 §104, 29 U.S.C. §794 (2006).

105 ILCS 5/10-20.51.

410 ILCS 25/, Environmental Barriers Act.

71 Ill.Admin.Code Part 400, Illinois Accessibility Code.

CROSS REF.:2:260 (Uniform Grievance Procedure), 4:150 (Facility Management and Expansion Programs)

ADOPTED:March 10, 2017

Cooperative Association for Special Education (CASE)

8:80 Gifts to the Cooperative

The School Board appreciates gifts from any education foundation, other entities, or individuals. All gifts must adhere to each of the following:

1. Be accepted by the Board or, if less than \$500.00 in value, the Director or designee. Individuals should obtain a pre-acceptance commitment before identifying the Cooperative, any school, or school program or activity as a beneficiary in any fundraising attempt, including without limitation, any Internet fundraising attempt.
2. Be given without a stated purpose or with a purpose deemed by the party with authority to accept the gift to be compatible with the Board's educational objectives and policies.
3. Be consistent with the Cooperative's mandate to provide equal educational and extracurricular opportunities to all students in the Cooperative as provided in Board policy 7:10, *Equal Educational Opportunities*. State and federal laws require the Cooperative to provide equal treatment for members of both sexes to educational programming, extracurricular activities, and athletics. This includes the distribution of athletic benefits and opportunities.
4. Permit the Cooperative to maintain resource equity among its learning centers.
5. Be viewpoint neutral. The Director or designee shall manage a process for the review and approval of donations involving the incorporation of messages into or placing messages upon school property.
6. Comply with all laws applicable to the Cooperative including, without limitation, the Americans with Disabilities Act, the Prevailing Wage Act, the Health/Life Safety Code for Public Schools, and all applicable procurement and bidding requirements.

The Cooperative will provide equal treatment to all individuals and entities seeking to donate money or a gift. Upon acceptance, all gifts become the Cooperative's property. The acceptance of a gift is not an endorsement by the Board, Cooperative, or school of any product, service, activity, or program. The method of recognition is determined by the party accepting the gift.

LEGAL REF.:

20 U.S.C. §1681 et seq., Title IX of the Education Amendments implemented by 34 C.F.R. Part 106.

105 ILCS 5/16-1.

23 Ill.Admin.Code §200.40.

CROSS REF.: 4:60 (Purchases and Contracts), 4:150 (Facility Management and Building Programs), 6:10 (Educational Philosophy and Objectives)

ADOPTED:December 4, 2015

Cooperative Association for Special Education (CASE)

8:95 Parental Involvement

In order to assure collaborative relationships between students' families and the Cooperative, and to enable parents/guardians to become active partners in their children's education, the Executive Director shall develop administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education.
2. Encourage parents/guardians to be involved in their child's school and education.
3. Establish effective two-way communication between parents/guardians and the Cooperative.
4. Seek input from parents/guardians on significant school-related issues.
5. Inform parents/guardians on how they can assist their children's learning.

The Executive Director shall periodically report to the Board of Directors on the implementation of this Policy.

LEGAL REF.:105 ILCS 5/10-20.5

CROSS REF.:6:250 (Community Resource Persons and Volunteers), 8:10 (Cooperative-Community Relations Goals)

ADOPTED:April 10, 2015

Cooperative Association for Special Education (CASE)

8:110 Public Suggestions and Concerns

The Board of Directors is interested in receiving suggestions and concerns from members of the community. Any individual may make a suggestion or express a concern at any C.A.S.E. or Member District office. All suggestions and/or concerns will be referred to the appropriate level staff member or C.A.S.E. administrator who is most able to respond in a timely manner. Each suggestion or concern shall be considered on its merit.

Please refer to the current Contractual Agreement between C.A.S.E. Board of Directors and C.A.S.E. Education Association, IEA-NEA.

LEGAL REF.:105 ILCS 5/10-20.5

CROSS REF.:2:140 (Communications To and From the Board), 2:230 (Public Participation at Board of Directors Meetings and Petitions to the Board), 2:260 (Uniform Grievance Procedure), 3:30 (Chain of Command), 6:260 (Complaints About Curriculum, Instructional Materials and Programs), 8:10 (Cooperative-Community Relations Goals)

ADOPTED:April 10, 2015

Cooperative Association for Special Education (CASE)

