

EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

*Lincoln-Way Area Special Education
Joint Agreement District #843
601 Willow Street
Frankfort, IL*

2026-2027 School Year



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APPENDICES

Welcome to Lincoln-Way Area Special Education Joint Agreement District 843.

Whether you are working in one of the District 843 programs, Pioneer Grove Educational Center, Transportation Center Office, or the Administrative Offices you will be making an important contribution to the district's overall goal for providing the best possible educational opportunities for the children of the communities we serve.

This handbook was developed to help answer some of the most frequent questions raised by new support personnel employees. If you do not find answers to some of your questions in this information, you might consult the "Policies" which are available to you on the district website. It contains all pertinent information regarding Governing Board policies

Feel free to seek answers to any questions from your supervisor or the administrative personnel office (815.806.4600).

We are proud of our district family and hope you will be glad to be part of it.

Sarah Rexroad
Executive Director

ADMINISTRATIVE DIRECTORY

Administrative Office

601 Willow Street, Frankfort, IL 60423
Phone: 815.806.4600 Fax: 815.806.4601

Mrs. Sarah Rexroad, Executive Director



Dr. Judy Boyens, Assistant Director



Mr. Craig Englert, Business Consultant

Administrators

Mrs. Ami Porte-Lewis, Administrator

Mrs. Nicholette Bleyle, Administrator SELF/STLR Program

Dr. Antigone Campobasso, Principal Pioneer Grove Educational Center



Mrs. Sabina Fritzgerald, Accounting Specialist

Ms. Tammy Pitts, Payroll Specialist and Human Resources

Mrs. Renae Kasper, Administrative Assistant



Mr. Kevin Richter, Technology Coordinator



Pioneer Grove Educational Center

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Transportation Coordinator: Heidi Curtis

Routing Specialist: Kristine Medrano

Administrative Assistant: Mrs. Valerie Krylowicz

GOVERNING BOARD

President	Dana Bergthold, District 210
Vice President	Ann Zaremba, District 157C
Secretary	Anna Briscoe, District 159
Member	Erica Aultz, District 114
Member	Joy Murphy, District 161

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MISSION STATEMENT

Through collaboration with school, home, and the community, Lincoln-Way Area Special Education is committed to support the academic and social expectations of the Lincoln-Way community by providing quality programs and support for the students we serve in a fiscally responsible manner.

EDUCATIONAL SUPPORT PERSONNEL HANDBOOK

INTRODUCTION

This Handbook is intended to indicate the current employment practices, working conditions, payment and benefits afforded Educational Support Personnel in Lincoln-Way Area Special Education Joint Agreement District 843. **Nothing in this Handbook is intended to or shall create any contractual obligations of any kind.**

In District 843, your employment is at will unless otherwise specifically provided. Cooperative employment is at-will, meaning that employment may be terminated by the Cooperative or employee at any time for any reason, other than a reason prohibited by law, or no reason at all. Nothing in Governing 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, are employed in a union-represented position, or are otherwise granted a legitimate interest in continued employment.

A provision in a collective bargaining agreement or individual contract will control in the event of a conflict.

If you have any questions concerning this Handbook, or any aspect of your employment with the Cooperative, please contact the Director of Lincoln-Way Area Special Education.

GENERAL PROVISIONS

Philosophy

The members of the Governing Board, as legal officials of the State of Illinois, duly elected by the people of their districts, are obligated to the youth and adults of their districts to ensure that their special educational needs are met in an appropriate manner. We will exhibit leadership in all endeavors to improve the Cooperative's educational programs and facilities.

We believe that the educational programs should provide each student with the opportunity to develop to his/her fullest capacity in the areas of mental, physical, and emotional needs.

Qualifications

License: All Lincoln-Way Area Special Education personnel must maintain licensure as appropriate to their job description and position.

Initial Physical Fitness Evidence: Each new employee must furnish evidence of physical fitness to perform assigned duties and freedom from communicable disease. The physical fitness examinations 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 or a licensed 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 Governing Board.

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, registered nurse or licensed 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 Governing Board will pay the expenses of any such examination.

Subsequent Medical Information: 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, registered nurse or licensed 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 Governing Board will pay the expenses of any such examination. (*Governing Board Policy 5:30*)

Employees with Communicable Diseases: An employee with a communicable or chronic infectious disease is encouraged to inform the Director immediately and grant consent to being monitored by the District's Communicable and Chronic Infectious Disease Review Team. The Review Team, if used, provides information and recommendations to the Director concerning the employee's conditions of employment and necessary accommodations. The Review Team 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 Governing Board's employment policies including sick and/or other leave, physical examinations, temporary and permanent disability, and termination. (*Governing Board Policy 5:40*)

Specific Qualifications: The 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. (*Governing Board Policy 5:280*)

Criminal Background Investigation and Sexual Misconduct Related Employment History Review (EHR): The Director or designee shall ensure that all required background checks are completed prior to employment and on an ongoing basis as appropriate. The Director or designee shall ensure that a sexual misconduct related employment history review (EHR) is initiated prior to hiring an applicant. The Cooperative retains the right to discharge any employee with a criminal conviction or unsatisfactory EHR that renders the employee ineligible to work with student or otherwise to perform the duties of the position or who falsifies, or omits facts from, his or her employment application or other employment documents. If an indicated finding of abuse or neglect of a child has been issued by the Ill. Department of Children and Family Services or by a child welfare agency of another jurisdiction for any applicant for student teaching, applicant for employment, or any Cooperative employee, then the Governing Board

must consider that person's status as a condition of employment.

Mandated Reporter - Illinois Abused and Neglected Child Reporting Act:

Any Cooperative employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall: (1) immediately report or cause a report to be made to the Ill. 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 Cooperative employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Director or Building Principal that a report has been made. The Director or Building Principal/Administrator 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. *Negligent failure to report* occurs when a Cooperative employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any Cooperative 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 <https://report.cybertip.org> or www.missingkids.org. The Director or Building Principal shall also be promptly notified of the discovery and that a report has been made.

Any Cooperative employee who observes any act of hazing that does bodily harm to a student must report that act to the Building Principal, 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 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. Please refer to **Appendix A (Governing Board Policy 5:90)** for additional information.

OPERATING PROVISIONS

Equal Employment Opportunity and Minority Recruitment

The Cooperative shall provide equal employment opportunities to all persons regardless of their actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, family responsibilities, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service or other legally protected categories.

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. 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 law 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 or provide knowingly false information.

Workplace Harassment Prohibited

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, family status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from military service, citizenship status, or work authorization status, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Governing Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Governing Board policies, 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

The Cooperative will take remedial and corrective action to address unlawful workplace harassment, including sexual harassment. In addition, the Cooperative's policy of non-retaliation extends to any individual who makes a complaint of workplace harassment, including sexual harassment, or who participates in an investigation or proceeding involving an alleged violation of the Cooperative's harassment policies, as described in Governing Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*.

Sexual Harassment Prohibited

The Cooperative is committed to providing a workplace environment free of verbal or physical or other conduct, or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law. The Cooperative provides annual sexual harassment prevention training in accordance with State law.

Cooperative 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 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.

Please see **Appendix B** (Governing Board Policy 5:20) for additional information. Any concerns

related to the policy or possible sexual harassment should be addressed under that policy.

Americans with Disabilities Act (ADA)

It is the Cooperative's policy to comply with all federal and State laws concerning the employment of persons with disabilities. It is our policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The Cooperative will provide a reasonable accommodation to a qualified individual with a disability that enables performance of the essential functions of a job, unless the employee presents a direct threat to the employee or others in the workplace and the threat cannot be eliminated by reasonable accommodation and/or if the accommodation creates an undue hardship to the Cooperative.

A qualified individual with a disability is any individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the individual's position or the position the individual is interested in, and does not pose a direct threat to the health or safety of the individual or other individuals in the workplace.

Please contact the Director with any questions or requests for accommodation.

Pregnancy Rights in the Workplace

An employee who is pregnant, recovering from childbirth, or has a medical or common condition related to pregnancy may:

- Ask for a reasonable accommodation for the pregnancy, such as more frequent bathroom breaks, assistance with heavy work, a private space for expressing milk, or time off to recover from the pregnancy.
- Reject an unsolicited accommodation offered by the Cooperative for the pregnancy.
- Continue working during the pregnancy if a reasonable accommodation is available which would allow the employee to continue performing his/her job.

The Cooperative will not discriminate against an employee because of their pregnancy, nor retaliate against an employee because he/she requested a reasonable accommodation.

For more information, you may download the Illinois Department of Human Rights' fact sheet from its website at www.illinois.gov/dhr, or you may contact the Department at (312) 814-6200 or (217) 785-5100 or (866) 740-3953 (TTY).

Recruiting and Employment Procedures

The Director or his/her designee shall take appropriate action to advertise the need for personnel and to initiate contacts with employment agencies, schools, or other sources of applicants. Persons interested in employment shall submit a letter of application for the desired position. Applications will be completed online in the employment section of the Cooperative website.

Applications for vacancies will be reviewed and outstanding candidates from among the applications received will be selected for an interview. The selection of personnel shall be based

upon the individual's overall qualifications to perform the job and made consistent with the Cooperative's policy regarding equal employment opportunity. The Director shall recommend all educational support personnel to the Governing Board for employment.

The Governing Board shall approve the employment of all personnel. As a condition of employment, the employee is responsible for completing all required forms and submitting them to the Cooperative's Personnel Office within 3 days of active employment. Failure to do so may result in the withdrawal of any employment offer or dismissal.

Professional and Appropriate Conduct

All Cooperative 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 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, willfully or negligently fails to report an instance of suspected child abuse or neglect as required by the Abused and Neglected Child Reporting Act (325 ILCS 5/), engages in grooming as defined in 720 ILCS 5/11-25, engages in grooming behaviors, violates boundaries for appropriate school employee-student conduct, engaged in sexual misconduct as defined in 105 ILCS 5/22-85.5, or otherwise violates an employee conduct standard will be subject to discipline up to and including dismissal.

Attendance

Your attendance on the job is very important to the smooth operation of the Cooperative. While sick days and personal days are available in situations that require them, we appreciate your efforts to be on the job on regular workdays and at your assigned work area, ready to begin work at the start of your scheduled workday.

Absenteeism

Staff are expected to report an unexpected absence as soon as possible but no later than 5:45a.m. Lincoln-Way Area Special Education is using an automated service for non-certified staff that greatly simplifies and streamlines the process of recording and managing absences and finding substitutes. This service is called Frontline, formerly known as Aesop. The Frontline service will be available to you 24 hours a day, 7 days a week and can be accessed via internet and phone.

How do I interact with Frontline?

1. You can interact with Frontline on the District 843 website under "AESOP Absence Reporting". Here, you can enter absences, check your absence schedule, update personal information, and exercise other features such as uploading your lesson plans for substitutes to view online.
2. You can also call Frontline toll free at 1-800-942-3767. Simply follow the voice menu to enter and manage absences and access other features.

The Cooperative may review any absences to verify eligibility for paid time off and may require

additional documentation or verification of absences from employees.

Emergency School Closing/e-Learning Day

Should weather conditions be severe, a decision will be made by as to whether the schools will operate without bus service or be closed altogether. You will be notified through an Apptegy text or Teacher Ease email with instructions. In the absence of this, staff should assume it is a regular workday. To check the status of any closings, you can also visit the Cooperative website at www.lwase843.org. If you receive no call, assume it is a workday. The Cooperative may implement an e-Learning day in lieu of an Emergency Day in which students participate in educational activities from home, and the day is counted toward the official school calendar. If an e-Learning day is not possible, an Emergency Day will be added to the end of the school year.

Personal Appearance

Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. The Cooperative recognizes the growing popularity of casual dress and the positive effects of this shift to boost employee morale, improve quality, encourage more open communications, and increase productivity by creating a more comfortable work environment. Therefore, casual dress will be permitted.

Employees may not wear clothing that is disruptive to the educational process; that will negatively impact their ability to render assistance to students; and/or that will place the employee in a position of being injured. Therefore, employees should carefully consider the type and nature of clothing selected to wear and one's assignment. Examples of unacceptable attire include spandex or lycra clothing, flip-flops, tube tops, halter tops, , spaghetti strap tops, bare backs, bare midriffs or off the shoulder tops, beach wear, provocative attire (i.e., braless or micromini look), cutoffs, and underwear worn as outerwear. Classroom staff is required to always wear shoes with backs and closed toes.

Employees who are assigned to attend meetings or workshops should be particularly conscious of maintaining dress and grooming standards that present a more professional image than the day-to-day casual dress normally permitted.

Employees are also prohibited from wearing or maintaining in their workspace any type of strong-smelling substance, including but not limited to, perfumes, after shaves, colognes, potpourri, or other such substances. Employees are expected to maintain appropriate hygiene standards while at work or performing Cooperative work.

Employees who have questions about the dress code should speak to the Director. An employee who reports for work in violation of this policy may be sent home without pay to correct the violation. Repeated violations will be grounds for additional discipline, up to and including termination.

Conduct and Work Rules

As integral members of the Cooperative team, employees are expected to accept certain responsibilities, adhere to acceptable business principles in matters of personal conduct, and always exhibit a high degree of personal integrity.

This not only involves sincere respect for the rights and feelings of others but also demands that both in a business and personal setting, employees should refrain from any behavior that might be harmful to the employee, co-workers, and/or the Cooperative, or that might be viewed unfavorably by students, parents, or the public at large.

Employee conduct reflects on the Cooperative not only when an employee is at work, but also when an employee is away from the Cooperative. Employees working within schools located throughout the Cooperative's member districts are expected to comply with the Cooperative's conduct and work rules, as well as those of the district in which they are working. Employees are consequently encouraged to always observe the highest standards of professionalism. The following is a list of behaviors that could result in disciplinary action up to and including termination. Be aware that this list is not intended to be "all inclusive," and that other behaviors may, at the Cooperative's discretion; also result in disciplinary action up to and including termination. Establishment of these standards of conduct does not alter the employment at-will relationship. Employees should seek further clarification from the Director.

Breaches of Conduct

1. Falsifying employment application, time sheet, expense report, personnel or other documents or records of the Cooperative.
2. Unauthorized possession of Cooperative, student, parent, or employee property.
3. Possession, distribution or use of weapons or explosives, or violating criminal laws on the premises of the Cooperative.
4. Fighting and/or other disorderly conduct.
5. Dishonesty, fraud, theft, or sabotage against the Cooperative or its employees.
6. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees of the Cooperative or Cooperative students and/or parents.
7. Insubordination or failure to perform reasonable duties which are assigned.
8. Unauthorized use of material, time, equipment, or property of the Cooperative.
9. Damaging or destroying Cooperative property or the property of another through negligent, careless, or willful acts.
10. Conduct that reflects adversely on the Cooperative or impairs the ability of the employee to effectively perform their duties.
11. Performance that does not meet the requirements for the position.
12. Failure to follow fire prevention and safety rules.
13. Mishandling or failing to maintain the confidentiality of security plans or materials, or other confidential materials, including student records and personally identifying student information.

14. Installing unauthorized or illegal copies of software on a Cooperative-owned computer.
15. Revealing any confidential information to any person who is not authorized to receive it and who does not need to know it.
16. Repeated tardiness or absence; failure to report for work without a satisfactory reason; abuse of leave privileges.
17. Violation of the Cooperative policies or procedures.
18. Any behavior that results in an employee not performing his/her job.
19. Engaging in such other practices as the Cooperative determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the Cooperative, its employees, students and/or parents.

Work Schedule

The workday is determined annually dependent upon the employee's position and location.

When a sick, personal or vacation day(s) has been used in each week by hourly employees, the hours are recorded and paid if the employee has days available.

Hourly employees are not expected to work on a "Snow" or "Emergency" day and will not receive pay for those days. Snow or Emergency days will be made up at the end of the school year and an hourly employee will make up his/her salary at that time. Hourly employees may be required to work on e-learning days, depending on the duties of the position and as directed by their supervisor. An employee must be available to accept work in order for paid time off requests such as vacation, personal, and/or sick days to be cancelled and for the employee to receive pay without loss of the day to their allotment.

Inservice During the School Year

The 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 to achieve and maintain a high level of job performance and satisfaction. Inservice training must be approved by the supervisor and must be related to the employee's regular job. Time spent in inservice training programs during the school year will count as hours worked in computing wages. Exceptions to this must be approved by the Director.

Paraprofessionals' Attendance on District Institute or Inservice Days

Paraprofessionals will work Institute and Inservice days as directed by their supervisor to meet, but not exceed, the 179 days of work per school year.

Drug-and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All Cooperative workplaces are drug- and alcohol-free workplaces.

1. All employees are prohibited from engaging in any of the following activities while on Cooperative premises or while performing work or being on call for the Cooperative:

Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.

2. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on Cooperative premises or while performing work for the Cooperative when alcohol consumption is detectable, regardless of when and/or where the use occurred.
3. Distribution, consumption, possession, use or being impaired by or under the influence of cannabis; being present on Cooperative premises or while performing work for the Cooperative when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The Cooperative considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests the specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's position.
4. Upon the Director or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the Cooperative from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

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.

For purposes of this policy, *Cooperative premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to Cooperative and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Governing Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. *School grounds* means the real property comprising any school, any conveyance used to transport students to school or school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

An employee who violates this policy may be subject to disciplinary action, including termination. In addition, or alternatively, the Governing Board may require an employee

to successfully complete an appropriate drug- or alcohol-abuse rehabilitation program. The Governing 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.

Drug and Alcohol Testing for School Bus and Commercial Vehicle Drivers

The Cooperative shall adhere to State and federal law and regulations requiring a drug and alcohol testing program for school bus and commercial vehicle drivers. The Director or designee manage a program to implement State and federal law defining the circumstances and procedures for the testing.

E-Cigarette, Tobacco, and Cannabis 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 e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the Cooperative at a school event regardless of the event's location.

Tobacco shall have the meaning provided in section 105 ILCS 5/10-20.5b.

Cannabis shall have the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or service.

Responsibilities Concerning Internal Information

Cooperative 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 Governing Board 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 Director or designee shall manage procedures for safeguarding the integrity, security, and, as appropriate, confidentiality of internal information. (*Governing Board Policy 5:130*)

Student Records

Student records/information must be maintained in compliance with the Illinois School Student Records Act and FERPA.

Copies of student records and/or information contained in student records may be released to a student's parent(s)/guardian(s), or to other entities authorized in writing by the parent(s)/guardian(s). Generally, a student's records/information may not be provided to the student's parent(s)/guardian(s) or any other entity once the student reaches 18 years of age, graduates from high school, marries, or enters military service, whichever occurs first, unless permitted by law or authorized in writing by the student. A student less than 18 years old may inspect or copy information in his or her permanent school record.

Any other release of student records/information must be made in compliance with the Illinois School Student Records Act or the federal Family Educational Rights and Privacy Act ("FERPA"). (*Governing Board Policy 7:340*)

Questions regarding this topic should be referred to your immediate supervisor or the Director.

Personal Notes Regarding Students

State and federal law have rules on the creation, collection, maintenance and release of student records, and there are some cautions which must be understood. Writings or other recorded information maintained by an employee for his or her exclusive use are not student records, if they are destroyed no later than the student's graduation or permanent withdrawal from school and they are not released or disclosed to any person except a substitute. Please adhere to these cautions with your personal notes:

- Do not place personal notes in student temporary records.
- Do not share personal notes with others. This means do not copy them for others, and do not let others read them.
- Do not make personal notes on the files of students.

The law is clear that once personal notes are divulged to another party, they become part of the student's temporary record. Therefore, please maintain the confidentiality of your personal notes. Notes taken in meetings and disbursed to other staff are part of the student's temporary record.

Personnel Records

Maintenance and Access to Records

The Director or designee shall manage the maintenance of personnel records in accordance with State and federal law and Governing Board policy. Records, as determined by the 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 Cooperative's administrative office, under the 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 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 Governing Board policy 2:250, *Access to Cooperative Public Records*.

Personal Technology and Social Media; Usage and Conduct

Definitions

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

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. This includes but is not limited to, services such as, *Facebook, LinkedIn, Twitter, Instagram, TikTok, Snapchat, and YouTube*.

Personal technology - Any device that is not owned or leased by the Cooperative or otherwise authorized for Cooperative use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes laptop computers, tablets, smartphones, and other devices.

Usage and Conduct

All Cooperative employees who use personal technology and social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by appropriate school relationships in policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Cooperative employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by policy 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional 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.
2. Choose a Cooperative-provided or supported method to communicate with students and their parents/guardians and other Cooperative employees for work-related matters.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee’s obligations under policy 5:90, *Abused and Neglected Child Reporting Child Reporting*.

6. Not disclose personnel records or student record information, including student work, photographs of students, names of students, or any other personally identifiable information about students, in compliance with policy 5:130, *Responsibilities Concerning Internal Information*. For District employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the District's logo without permission and follow Governing Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.
9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Cooperative employee's personal technology or social media. The Governing Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Cooperative for any losses, costs, or damages, including reasonable attorney fees, incurred by the Cooperative relating to, or arising out of, any violation of this policy.

Detailed information on this topic may be found in *Governing Board Policy 5:125*. Please see **Appendix H**. Employees are subject to remedial and any other appropriate disciplinary action for violations of policy 5:125, up to and including dismissal.

Electronic Communication and Internet Use

The following guidelines have been established for using Cooperative or member district-provided internet, email, technology, cell phones and equipment and services (e.g., laptops, tablets, and computers) in an appropriate and professional manner.

1. Details on the acceptable use of the Cooperative's electronic networks are set forth in Governing Board policy 6:235 *Access to Electronic Networks*. Employees are prohibited from using Cooperative or member district-provided local-area and wide-area networks, including wireless networks (Wi-Fi), District-provided Wi-Fi hotspots, and any District servers or other networking infrastructure; Access to the Internet or other online resources via the District's networking infrastructure or to any District-issued online account from any computer or device, regardless of location; or District-owned and District-issued computers, laptops, tablets, phones, or similar devices for any of the following activities or other similar use that impairs the safety, integrity and educational objective and legitimate business purposes of such technology:

- Using the electronic networks for any illegal activity, including violation of copyright or other intellectual property rights or contracts, or transmitting any material in violation of any State or federal law;
- Using the electronic networks to engage in conduct prohibited by Governing Board policy;
- Unauthorized downloading of software or other files, regardless of whether it is copyrighted or scanned for malware;
- Unauthorized use of personal removable media devices (such as flash or thumb drives);
- Downloading of copyrighted material for other than personal use;
- Using the electronic networks for private financial or commercial gain;
- Wastefully using resources, such as file space;
- Hacking or attempting to hack or gain unauthorized access to files, accounts, resources, or entities by any means;
- Invading the privacy of individuals, including the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature, such as a photograph or video;
- Using another user's account or password;
- Disclosing any network or account password (including your own) to any other person, unless requested by the system administrator;
- Posting or sending material authored or created by another without his/her consent;
- Posting or sending anonymous messages;
- Creating or forwarding chain letters, spam, or other unsolicited messages;
- Using the electronic networks for commercial or private advertising;
- Accessing, sending, posting, publishing, or displaying any abusive, obscene, profane, sexual, threatening, harassing, illegal, or knowingly false material;
- Misrepresenting the user's identity or the identity of others; and
- Using the electronic networks while access privileges are suspended or revoked.

Employees should not open suspicious e-mails, pop-ups, or downloads. Contact your supervisor, Technology Coordinator, or the Director with any questions or concerns to reduce the release of viruses or to contain viruses immediately.

Email, cell phones, equipment and services, internet services, technology, and other forms of electronic communication provided by the Cooperative or a member district, as well as all Cooperative and member district records are not private – they belong to the Cooperative and/or the member district and not to the employee. Employees have no reasonable expectation of privacy concerning the use of email, cell phones, equipment and services, internet services, technology, and other forms of electronic communication provided by the Cooperative or a member district.

Any failure to adhere to these guidelines may subject an employee to disciplinary action up to and including termination of employment.

Email: Cooperative email accounts are available for employee use that is work related. All staff is expected to check their email account daily, as important information will be disseminated in this manner. An employee can access email from any computer using a web browser, and may also synchronize events, calendars, and email. As email can be accessed by anyone, anywhere, care must be taken to guard your password.

Cooperative employees shall not solicit donations or sales, nor shall they be solicited for donations or sales, on school grounds without prior approval from the Director.

Please use work email only for work email. The Cooperative can access your email. Emails created using Cooperative or member district email accounts are generally considered to be public records and may be subject to discovery or subpoena in the event of litigation. Be aware of this possibility when sending or receiving email. Cooperative and member district email SHOULD NOT be used for private correspondence. Please use other sources for personal email. Email should not be used to discuss individual students. All student identifiable information that is shared through email may be required to be disclosed in response to a request for records. However, if it is necessary to do so, please use caution with discussing students within emails. It is best to avoid using full names within emails. Please do not use identifying information or names in emails. It is best to talk with the person via phone or in person.

Voice Mail: Employees with voice mail options should check voice mail on a regular basis and return calls as needed in a timely fashion.

Phone Use: We recognize that from time to time it may be necessary to make local personal calls from work telephones. Should this be necessary, staff is asked to keep these calls to a minimum and to limit the length of these calls to a minimum.

Cell Phone Use

Unless otherwise authorized, operating personal cell phones during the contract day is not allowed; employees may only use personal cell phones for an emergency or important call. Please see ***Appendix C*** for cell phone usage guidelines.

This directive is meant to ensure that cell phone use while at work is both safe and does not disrupt business operations. The use of a personal cell phone while at work may present a hazard or distraction to the user and/or co-employees. Personal calls, whether made on a cell phone or not, are especially distracting, while text messaging takes away from an employee's productive time.

The individual schools in the Cooperative's member districts each have rules and policies for personal cell phone use while working in their buildings. Each school principal will have rules to follow so as not to interfere with your responsibilities or disrupt the students' learning. Your cooperation is greatly appreciated.

Limitation on Accepting Gifts

In accordance with the State Officials and Employees Ethics Act (5 ILCS 430/) no Cooperative employee or Governing Board member shall solicit or accept a gift that he/she has reason to believe is offered to influence his/her official position or employment. This ban also applies to spouses of and immediate family members living with a Governing Board member or employee. Please see ***Appendix E (Governing Board Policy 2:105)*** for additional information.

The Governing Board President and Director shall seek guidance from the Governing 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 Director or Governing Board President. The Governing Board, as the ultimate jurisdictional authority, may take appropriate enforcement action for violation of this policy and/or the State Gift Ban Act.

Employees with any questions or concerns should consult their supervisor or refer to Governing Board Policy 2:105 or the Act.

Safety Procedures

The following are important reminders regarding Lincoln-Way Area Special Education Cooperative Procedures.

Crisis Management and Safety - Each member school district has its own plans for crisis management, emergencies, and building safety. It is each employee's responsibility to know the plans in the school in which they work. For employees who serve multiple member districts, it is their responsibility to know the plans and procedures in each of the schools in which they work.

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state, and federal safety and health regulations and program standards.

Transporting Students - Employees shall not transport students and parents in their automobiles during business hours without permission from an administrator. If students need to go someplace on a field trip, these should be arranged through the Transportation Department. If a student is ill, the emergency contact should come to the school and pick up the child. If you obtain permission from an administrator to transport a student in your vehicle during business hours, please understand that your personal car insurance is the primary carrier if an accident should occur and may or may not provide coverage in such instances.

Employee Injury or Illness - The procedure for all staff who incurs work related injuries or an illness is as follows:

If an accident or illness occurs, the employee is to immediately contact the supervisor of the program to which he/she is assigned. Immediately means before the end of the school day or within 8 hours after the accident or illness. If the employee is unable to contact his/her immediate supervisor, the employee needs to call the Director. The employee will then be interviewed by the supervisor, or other administrator, and any documentation of the accident or injury investigation will be included with the form to the director's office for her review. The Director will then forward the accident or injury insurance form to the insurance company for their review.

If you have any questions regarding these procedures, please contact your immediate supervisor or the Director. There will be no deviation from these procedures.

Administering Medication to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or

school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Cooperative's procedures on dispensing medication.

No Cooperative employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Please see **Appendix F** (*Governing Board Policy 7:270*).

Employment Classifications

It is the intent of the Cooperative to clarify the definitions of employment classifications so that employees understand their employment status. These classifications do not guarantee employment for any specified length of time. Accordingly, the right to terminate the at will employment relationship, at any time, is retained by both the employee and the Cooperative.

Each employee is designated as either NONEXEMPT or EXEMPT according to federal and State wage and hour laws. NONEXEMPT employees are entitled to overtime pay and are under the specific provisions of federal and State wage and hour laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws.

In addition to the above, each employee will belong to one other employment category:

Full-Time employees are those who are regularly scheduled to work a minimum of 35 hours per week or more. Generally, they are eligible for the Cooperative's benefit package, subject to the terms, conditions, and limitations of each benefit program. Currently the following support staff classifications are considered Full-Time employees:

- Administrative Office
- Business Office,
- Certified Instructional Staff
- Paraprofessionals
- Related Service Staff
- Transportation Center Clerical Staff

Part-Time employees are those who work an average of less than 25 paid hours per week on a regular, authorized, pre-arranged basis. Generally, these employees may be eligible for some of the Cooperative's benefit package, in addition to those required by law, subject to the terms, conditions, and limitation of each benefit program.

Full-time Equivalent

Employees who are working the hours offered within their job category and minimally 25 hours per week.

Temporary employees are those who work a 35-hour week or less over a designated, predetermined period, usually not to exceed six months. Temporary employees are not eligible for any of the Cooperative's benefit package except those required by law.

Annual Evaluations

All new employees and employees with new assignments are evaluated at the end of his/her first 90 days of employment. The supervisor will hold a conference with the employee to review the quality of his/her performance and ability to meet the demands of the job. The supervisor will then report his/her evaluation results to the Director. A second evaluation may be completed during the employee's first year of employment.

At least one evaluation is performed annually of each employee by his/her supervisor/classroom teacher. The supervisor will meet with the employee to discuss the evaluation. The result of the evaluation will be reported to the Director and may affect salary increases and continued employment. Assignments, transfers, and salary increases will be based on job classification, market, longevity, needs of the Cooperative, and merit and other applicable factors. The Cooperative reserves the right to evaluate employees more frequently.

Performance Review/Salary-Pay Rate Adjustments

Performance reviews are conducted on an as needed basis. They are designed to provide communication between the employee and supervisor on the employee's job performance. The review also serves as an objective basis for recommendations to adjust an employee's salary or pay rate. However, such an adjustment does not necessarily result from a performance review. Salary or pay rate adjustments, should they occur, normally take place in conjunction with the Governing Board's fiscal year, which begins July 1 and ends June 30.

Seniority

Employees moving from one job classification to another shall, for the purposes of seniority, be classified as new employees within the job classification to which they have transferred. Seniority for non-certified and support personnel shall be calculated utilizing the following criteria:

For purposes of job classification:

Length of service within a particular job classification shall be used to determine seniority.

For purposes of awarding vacation and sick time:

Length of service within a particular job classification shall be used to award vacation and sick time.

For purposes of vacation planning:

If necessary, length of service within a particular job classification shall be used for purposes of scheduling and approving requests to use vacation time.

Transfers or Reduction in Force

The Governing Board will make any necessary reductions in force in accordance with *The*

School Code. The transfer or reassignment of employees is a function of the Governing Board and administration under the Governing Board's statutory powers to create, maintain, consolidate, and establish positions.

Annually the Governing Board shall establish a seniority list, by categories of position, illustrating the length of continuing service for each educational support personnel employee. Should the Governing Board exercise its right to reduce the support personnel work force or to discontinue a particular type of support service, the seniority list shall determine the progression of dismissals.

To the extent required by law, any employee subject to dismissal by reduction in force will receive written notice at least 30 days before the employee is dismissed. In addition, any employee dismissed under the reduction in force will have recall rights for one year based on seniority if a position is reinstated within his/her job classification to the extent required by law. This does not apply to employees who are dismissed for any reason other than reduction in force.

Hazardous Substances

Your immediate supervisor will inform you of any toxic substance with which you may work. He/she will also provide instruction in the proper use and care to be taken when working with specific toxic substance. The materials data sheet is on file in the administrative office for every toxic substance found in the school buildings.

Lincoln-Way Area Special Education District 843 follows the federal rule and regulations promulgated under the Asbestos Hazard Emergency Response Act (AHERA). Management plans are available for public inspection at each facility.

Transportation Staff

Information for Transportation Staff Only. *See Appendix J*

Complaints

The Governing Board recognizes that, from time to time, staff members may have concerns which they wish addressed and/or resolved. In the interest of resolving problems as quickly and as possible, such complaints or concerns should be brought first to the attention of the complainant's supervisor for resolution. Your supervisor will, take prompt action to answer all your questions and attempt to resolve your complaint.

To promote prompt resolution of a complaint, the employee should submit the complaint to the immediate supervisor within five working days of the incident, preferably in written form.

The supervisor will meet with the employee within five working days of the receipt of a written complaint. It is expected that most complaints will be resolved at this level.

If the employee continues to have concerns, he/she can bring the complaint to the Director.

Suspension/Dismissal

The Director is authorized to suspend without pay an employee from a position when, in the

Director's judgment, the employee's conduct is detrimental to the Cooperative. The suspension may be a disciplinary measure or pending dismissal. A written notice stating the reason(s) for the suspension will be given the employee.

A supervisor may recommend dismissal to the Governing Board. The Director presents such a recommendation for dismissal to the Governing Board which makes the final decision. Prior to recommending dismissal, the supervisor must schedule at least one conference with the employee, explaining reasons for dismissal.

Resignation/Retirement

Resignation - Employees should provide two weeks termination notice except when the best interests of the Cooperative require otherwise. In most cases, resigning employees should be permitted to work to their effective resignation date. A resignation notice cannot be revoked once accepted or otherwise acted upon (such as a new employee was hired).

Retirement - An employee planning to retire should notify his or her supervisor at least two months before the retirement date. A copy of the notification should be given to the Director.

For purposes of payroll, insurance and pension, an exit interview may be required. This interview also helps ascertain that the reasons for the separation from employment are not founded on a misunderstanding or an erroneous situation which might be corrected by either the Cooperative or the employee.

EMPLOYEE COMPENSATION AND BENEFITS

Setting Salaries and Pay Rates

Ranges: Rate ranges for each job classification will be set by the Governing Board.

Classifications: The Governing Board has established classifications of job titles and descriptions for all support positions. Classifications are generally based upon skills and responsibilities required to perform the services.

Adjustments: The Governing Board will review its compensation program each year to determine if the established ranges are competitive with those in the surrounding area. Individual salaries or pay rates will be based upon performance, evaluation, experience, and the needs of the Cooperative. Increments are not automatic and may be withheld if there is no evidence of continuing satisfactory performance. Salary or pay rate adjustments may occur when crossing classifications.

Employees working the extended school year programs will be compensated at a rate of pay in effect within the collective bargaining agreement or the compensation set by the Governing Board.

Overtime

Hours worked by nonexempt Support Personnel (hourly and salaried employees) up to forty

hours per week are computed as straight time and hours worked over forty hours per week are considered overtime and are computed at one and one-half times the employee's regular hourly rate of pay. The work week is defined as a seven-day period beginning on Saturday through Friday, midnight. All compensation for extra time worked for hourly employees must be approved by the employee's immediate supervisor in advance. Upon completion of the preapproved extra work time, the employee will record that time on a District 843 hourly time sheet and submit it to his/her supervisor for final approval.

Any arrangements made between a supervisor and an employee to accumulate "comp" time must first be approved by the Director. "Comp" time will not be recognized if it was not authorized by the supervisor and Director.

Substitute Teacher Stipend

Paraprofessionals that are assigned as a substitute teacher in a District 843 class will receive compensation as specified within the LWASE SSA Collective Bargaining Agreement.

Time Sheets (if applicable)

Each hourly employee must submit an accurate individual time sheet to his/her immediate supervisor. In the event the Cooperative adopts and implements an electronic means of submitting this information, the employee will be required to submit this information as directed by their supervisor.

Pay Periods

Employees receive their pay every other Wednesday throughout the year. Due to the lack of alignment between the fiscal paycheck schedule and the beginning of the school year, new employees will not receive his or her first paycheck until the first pay after the first day worked or, in the case of employees who are required to submit a timesheet, the first pay after the first time sheet is completed. New employees will be notified in writing of his or her pay schedule.

Each employee shall be paid in twenty-six (26) equal payroll installments, every other Wednesday. The number of payments can be extended to twenty-seven (27) payments when the first payment (determined as the second Wednesday following the last payroll of the previous year) occurs prior to the Opening Day.

Volunteer Services

Volunteer services of an employee will be without compensation.

Illinois Municipal Retirement Fund

Employees, who are employed in a position normally requiring performance of services for 600 or more hours annually, must participate in the Illinois Municipal Retirement Fund (IMRF). IMRF is the State system that provides retirement pensions to eligible employees.

Employer and employee contributions to IMRF are required. Employee contributions are made through deductions employee wages as prescribed by law. Employer contributions are made as prescribed by law. These contributions are in addition to required FICA/Social Security withholdings and employer contributions.

Employees leaving the Cooperative and desire to withdraw from IMRF can recoup personal contributions after a designated waiting period. Contact the District 843 personnel office to secure necessary forms for withdrawing accumulated funds.

Health/Dental Insurance

If you are a full-time employee, you are eligible for the Cooperative's basic health insurance coverage package. In addition, part-time employees regularly scheduled to work 30 hours a week or more (25 hours a week for bus monitors) will also be eligible for health insurance benefits. Medical insurance is available for the eligible employee and premiums are partially subsidized by the Cooperative. Dental insurance for the eligible employee is paid by District 843; dependent dental coverage is available at a rate paid by the employee. For current costs and specific coverage, please refer to your insurance booklet or the District 843 insurance benefit coordinator, Ext. 4622.

If an employee chooses not to accept health insurance, he/she will receive a lump sum stipend of \$500.00 payable at the end of the school year. The employee may still opt to receive the dental and life coverage. This stipend applies to all Educational Support Personnel.

Life Insurance

The Governing Board will pay the premium for group term life insurance coverage for full-time support personnel based on job classification and collective bargaining agreement terms. Upon resignation/termination life insurance coverage is no longer in force but may be converted by the employee to an individual policy.

Additional term life insurance is also available for an employee and his/her dependents, at the employee's expense. The employee's premium payments are made through payroll deduction. Contact the Personnel Office for additional information. All employees have the option to waive the term life insurance benefits.

Worker's Compensation Program

The Governing Board provides Workmen's Compensation Coverage in the event of accident or injury related to and occurring while on the job. All accidents which occur while on the job must be reported to your supervisor or another administrator and the Business Office immediately. Your supervisor will assist you in getting the care needed. The employee is responsible for completing the required documentation for claims under Worker's Compensation coverage, if applicable. At that time, the first three days absent must be documented as sick days before Workmen's Compensation will begin payment.

Benefit Continuation

A person leaving the employment of the Cooperative for any reason may continue or his/her dependents may continue to participate in the employee's medical and dental group plans for 18 months (or more under certain conditions) in accordance with federal and State law, including but not limited to the Consolidated Omnibus Budget Reconciliation Act (COBRA), provided that the employee or his/her dependent pays the monthly premium charge.

Illinois Municipal Retirement Fund employees who leave employment due to disability or

retirement as defined by the Illinois Pension Code may continue their health insurance coverage. The responsibility of insurance payments is that of the employee. A spouse may also continue such insurance if they were covered at the time their spouse (the employee) retired.

Sick Leave

Sick leave days shall be interpreted to mean personal illness, quarantine at home, serious illness or death in the immediate family or household, or birth, adoption, or placement for adoption.

Should a sick leave day be needed on the day before or after a holiday or vacation, the employee shall notify the Director on that day as to the reason for the request and expect to submit medical documentation to support the absence. The Director may require a physician's certificate after three (3) days' absence or as the Director may deem necessary. Unused personal leave will be applied to the accumulated sick leave days at the end of each school year. Sick leave days will be granted as follows:

- | | |
|---|---------|
| ◆ Paraprofessionals and non-12-month office staff | 10 days |
| ▶ Beginning with third year of employment | 15 days |
| ◆ Bus drivers and monitors | 10 days |
| ◆ OT, PT, COTA, PTA, SLPA, BCBA | 15 days |
| ◆ Administrative Office employees (12 month) | 18 days |

Personal Leave

You may take personal days (in at least half-day increments) to conduct matters of personal business that cannot be accomplished on non-work time. Personal days are granted as follows:

- | | |
|---|--------|
| ◆ Paraprofessionals, drivers, monitors, and 10-month office staff | 1 day |
| ▶ Beginning with third year of employment | 2 days |
| ◆ OT, PT, COTA, PTA, SLPA, BCBA | 2 days |
| ◆ Administrative Office employees (12 month) | 2 days |

Requests for personal leave should be made at least five working days in advance. Leave should not be used to extend a school vacation or holiday. Unused personal leave will convert to sick leave annually.

NOTE: A personal day requested the first and last weeks of the school year requires approval from the Director.

Dock Days

A dock in pay will occur when an employee is absent from work after all his/her sick and vacation days run out. If a pattern of absence develops and dock days are necessary, this conduct will be noted in your evaluation and may result in discipline up to and including a

recommendation for termination of employment.

Bereavement Leave

Employees will be allowed to use sick or personal days as bereavement leave. The Cooperative will allow up to ten (10) workdays of leave, unpaid or charged to sick or personal leave, to: (1) attend the funeral or alternative to a funeral of a covered family member; (2) make arrangements necessitated by the death of the covered family member; (3) grieve the death of the covered family member; or (4) be absent from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. Such leave must be taken within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under item (4) occurs. A covered family member may be found in IL School Code or other Illinois law.

Employees are required to provide at least 48 hours' advance notice of the employee's intention to take bereavement leave, and may be required to provide requested documentation to support the leave.

Jury Duty

An employee serving on jury duty will receive regular salary. The employee is expected to provide proof of service which can be submitted to their supervisor. Employees are entitled to retain their per diem compensation and other reimbursements from the County. Fees for mileage, parking, meals, and other fares are not Cooperative expenses.

Sick Day Incentive

All Educational Support Personnel who have been employed for three or more years will receive \$10.00 per unused sick day at the time of reduction to part-time status, resignation or retirement. Employees will be allowed to accumulate up to 240 days of sick leave.

Vacation (12-month employees)

Vacation with pay is granted to full-time employees according to the following schedule:

Beginning year one through end of five years	10 days
Beginning year six through end of ten years	15 days
Beginning of year eleven and forward	20 days

Vacation days will be available after July 1 except for new employees whose vacation will be available 30-days after starting employment. Vacation days will be prorated for employees starting after July 1.

Except as expressly stated below, all earned vacation days must be taken in the fiscal year in which they are granted. A maximum of five (5) earned but unused vacation days may be carried into the next fiscal year but must be used by no later than December 31 of that next fiscal year. For example, five (5) earned but unused days from 2026-27 may be carried over into 2027-28

but must be used by no later than December 31, 2027. All vacation days that are unused at the end of a fiscal year shall be lost and may not be carried forward except for the possible five (5) days allowed for a limited carryover. With respect to the five (5) possible carryover days, any of those days that are unused as of December 31 of the next fiscal year shall be lost and may not be carried forward.

Requests for vacations shall be submitted to the employee's supervisor 48 hours in advance and must be approved by the supervisor or Director. Every effort will be made to meet the desires of the employee and the needs of the school system in establishing vacation dates. Priority for approval will be based upon the request date first and seniority second consistent with the needs of the Cooperative. Record of vacations earned, and dates taken will be kept in the Cooperative Administrative Office. Requests to take time off with or without pay for personal vacations while school is in session are discouraged.

Holidays

Unless the Cooperative receives a waiver or modification pursuant to *The School Code* allowing it to schedule school on a holiday listed below, Cooperative support personnel shall not be required to work on the following days if school is not in session:

July	Independence Day
September	Labor Day
October	Columbus Day
November	Veteran's Day
November	Day before Thanksgiving Day
November	Thanksgiving Day
December	Christmas Day
January	New Year's Day
January	Martin Luther King's Birthday
February	Presidents' Day (if a workday)
March/April	Good Friday
May	Memorial Day
June	Juneteenth

Family and Medical Leave (FMLA) Policy and Procedures

The U.S. Department of Labor's rules (federal rules) control FMLA leave. Employees who have been employed by the Board for at least twelve (12) months and have worked 1,000 hours during the 12-month period immediately before the beginning of the leave shall be eligible for medical and/or family leave in accordance with the Family and Medical Leave Act. Such leave shall be unpaid unless accumulated sick or personal leave is available to the employee. The Board shall require an employee to use available paid sick leave and/or personal leave for absences covered under the terms of this Act.

An eligible employee is entitled to up to twelve (12) work weeks of unpaid leave during a twelve (12) month period for the following purposes:

- A. The birth of a child and to care for the newborn child, provided the leave is taken no

- later than twelve (12) months after the birth of the child;
- B. The placement of a child for adoption or foster care, provided the leave is taken no later than twelve (12) months after the placement of the child;
- C. The care of the employee's spouse, child, or parent with a serious health condition;
- D. The treatment of a serious health condition;
- E. A qualifying exigency arising out of the employee's spouse, child, or parent being a covered servicemember; or
- F. 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 by federal rules.

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.

An eligible employee's use of unpaid leave under another section of this Agreement for one of the purposes set forth above shall also be considered as an FMLA leave under this Section and shall be counted against the foregoing twelve (12) week period. See **Appendix I** (*Governing Board Policy 5:185*).



Appendix A

General Personnel

Abused and Neglected Child Reporting

Any Cooperative employee who suspects or receives knowledge that a student may be an abused or neglected child or, for a student aged 18 through 22, an abused or neglected individual with a disability, shall immediately report or cause a report to be made to the Ill. 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). Any Cooperative employee who believes a student is in immediate danger of harm, shall first call 911. The employee shall also promptly notify the Director or Principal/Administrator that a report has been made. The Director or Principal/Administrator 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. *Negligent failure to report* occurs when a Cooperative employee personally observes an instance of suspected child abuse or neglect and reasonably believes, in his or her professional or official capacity, that the instance constitutes an act of child abuse or neglect under the Abused and Neglected Child Reporting Act (ANCRA) and he or she, without willful intent, fails to immediately report or cause a report to be made of the suspected abuse or neglect to DCFS.

Any Cooperative employee who discovers child sexual abuse material on *electronic and information technology equipment*, as defined in 325 ILCS 5/4.5(a), 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 <https://report.cybertip.org> or www.missingkids.org. The Director or Principal/Administrator shall also be promptly notified of the discovery and that a report has been made.

Any Cooperative employee who observes any act of hazing that does bodily harm to a student must report that act to the Principal/Administrator, 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 Director or Principal/Administrator. 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 Director or designee shall provide staff development opportunities for Cooperative employees in the detection, reporting, and prevention of child abuse and neglect.

All Cooperative employees shall:

1. Before beginning employment, sign the *Acknowledgement of Mandated Reporter Status* form provided by DCFS. The Director or designee shall ensure that the signed forms are retained.
2. Complete mandated reporter training as required by law within three months of initial employment and at least every three years after that date.
3. Complete an annual evidence-informed training related to child sexual abuse, grooming behaviors (including *sexual misconduct* as defined in *Faith's Law*), and boundary violations as required by law and policy 5:100, *Staff Development Program*.

Alleged Incidents of Sexual Abuse; Investigations

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A, that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

If a Cooperative employee reports an alleged incident of sexual abuse to DCFS and DCFS accepts the report for investigation, DCFS will refer the matter to the local Children's Advocacy Center (CAC). The Director or designee will implement procedures to coordinate with the CAC.

DCFS and/or the appropriate law enforcement agency will inform the Cooperative when its investigation is complete or has been suspended, as well as the outcome of its investigation. The existence of a DCFS and/or law enforcement investigation will not preclude the Cooperative from conducting its own parallel investigation into the alleged incident of sexual abuse in accordance with Governing Board policy 7:20, *Harassment of Students Prohibited*.

Special Director Responsibilities

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

When the Director has reasonable cause to believe that a license holder (1) committed an intentional act of abuse or neglect with the result of making a child an abused child or a neglected child under ANCRA or an act of *sexual misconduct* under *Faith's Law*, and (2) that act resulted in the license holder's dismissal or resignation from the Cooperative, the Director shall notify the State Superintendent and the Regional Superintendent in writing, providing the Ill. Educator Identification Number as well as a brief description of the misconduct alleged. The Director must make the report within 30 days of the dismissal or resignation and mail a copy of the notification to the license holder.

The Director shall develop procedures for notifying a student's parents/guardians when a Cooperative employee, contractor, or agent is alleged to have engaged in *sexual misconduct* with the student as defined in *Faith's Law*. The Director shall also develop procedures for notifying the student's parents/guardians when the Governing Board takes action relating to the employment of the employee, contractor, or agent following the investigation of *sexual misconduct*. Notification shall not occur when the employee, contractor, or agent alleged to have engaged in *sexual misconduct* is the student's parent/guardian, and/or when the student is at least 18 years of age or emancipated.

The Director shall execute the recordkeeping requirements of *Faith's Law*.

Special Governing Board Member Responsibilities

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

If the Governing Board determines that any Cooperative employee, other than an employee licensed under 105 ILCS 5/21B, has willfully or negligently failed to report an instance of suspected child abuse or neglect as required by ANCRA, the Governing Board may dismiss that employee immediately.

When the Governing Board learns that a licensed teacher was convicted of any felony, it must promptly report it to the State agencies listed in Governing Board policy 2:20, *Powers and Duties of the Governing Board; Indemnification*.

LEGAL REF.: 20 U.S.C. §7926, Elementary and Secondary Education Act.
105 ILCS 5/10-21.9, 5/10-23.13, 5/21B-85, 5/22-85.5, and 5/22-85.10.
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 Governing Board; Indemnification), 3:40 (Director), 3:50 (Administrative Personnel Other Than the Director), 3:60 (Administrative Responsibility of the Principal/Administrator), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 6:120 (Education of Children with Disabilities), 6:250 (Community Resource Persons and Volunteers), 7:20 (Harassment of Students Prohibited), 7:150 (Agency)

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Appendix B

General Personnel

Workplace Harassment Prohibited

The Cooperative expects the workplace environment to be productive, respectful, and free of unlawful discrimination, including harassment. Cooperative employees shall not engage in harassment or abusive conduct on the basis of an individual's actual or perceived race, color, religion, national origin, ancestry, sex, sexual orientation, age, citizenship status, work authorization status, disability, pregnancy, marital status, family responsibilities, reproductive health decisions, order of protection status, military status, or unfavorable discharge from military service, nor shall they engage in harassment or abusive conduct on the basis of an individual's other protected status identified in Governing Board policy 5:10, *Equal Employment Opportunity and Minority Recruitment*. Harassment of students, including, but not limited to, sexual harassment, is prohibited by Governing Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*; 7:20, *Harassment of Students Prohibited*; 7:180, *Prevention of and Response to Bullying, Intimidation, and Harassment*; and 7:185, *Teen Dating Violence Prohibited*.

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

Sexual Harassment Prohibited

The Cooperative 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. The Cooperative provides annual sexual harassment prevention training in accordance with State law.

Cooperative 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 Report or Complaint

Employees and *nonemployees* (persons who are not otherwise employees and are directly performing services for the Cooperative pursuant to a contract with the Cooperative, including contractors, and consultants) are encouraged to promptly report information regarding violations of this policy. Individuals may choose to report to a person of the individual's same gender. Every effort should be made to file such reports or complaints as soon as possible, while facts are known and potential witnesses are available.

Aggrieved individuals, 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, Title IX Coordinator, and/or a Complaint Manager.

An employee may also report claims using Governing Board policy 2:260, *Uniform Grievance Procedure*. If a claim is reported using Governing Board policy 2:260, then the Complaint Manager shall process and review the claim according to that policy, in addition to any response required by this policy.

The Director shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the Cooperative's current Nondiscrimination Coordinator, Title IX Coordinator, and Complaint Managers.

Nondiscrimination Coordinator:

Judy Boyens

Name

601 Willow St., Frankfort, IL 60423

Address

jboyens@lwase843.org

Email

815-806-4605

Telephone

Title IX Coordinator:

Judy Boyens

Name

601 Willow St., Frankfort, IL 60423

Address

jboyens@lwase843.org

Email

815-806-4605

Telephone

Complaint Managers:

Judy Boyens

Name

601 Willow St., Frankfort, IL 60423

Address

jboyens@lwase843.org

Email

815-806-4605

Telephone

Nichollette Bleyle

Name

11244 Willowcrest Lane, Mokena, IL 60448

Address

nbleyle@lwase843.org

Email

708-479-3120

Telephone

Investigation Process

Any Cooperative employee who receives a report or complaint of harassment must promptly forward the report or complaint to the Nondiscrimination Coordinator, Title IX Coordinator, or a Complaint Manager. Any employee 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 Cooperative's duty to investigate and maintain a workplace environment that is productive, respectful, and free of unlawful discrimination, including harassment.

For any report or complaint alleging sexual harassment that, if true, would implicate Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), the Title IX Coordinator or designee shall consider whether action under Governing Board policy 2:265, *Title IX Grievance Procedure*, should be initiated.

For any report or complaint alleging harassment on the basis of race, color, or national origin, the Nondiscrimination Coordinator or a Complaint Manager or designee shall investigate under Governing Board policy 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*.

For any other alleged workplace harassment that does not require action under Governing Board policies 2:265, *Title IX Grievance Procedure*, or 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*, the Nondiscrimination Coordinator or a Complaint Manager or designee shall consider whether an investigation under Governing Board policy 2:260, *Uniform Grievance Procedure*, and/or 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, should be initiated, regardless of whether a written report or complaint is filed.

Reports That Involve Alleged Incidents of Sexual Abuse of a Child by School Personnel

An *alleged incident of sexual abuse* is an incident of sexual abuse of a child, as defined in 720 ILCS 5/11-9.1A(b), that is alleged to have been perpetrated by school personnel, including a school vendor or volunteer, that occurred: on school grounds during a school activity; or outside of school grounds or not during a school activity.

Any complaint alleging an incident of sexual abuse shall be processed and reviewed according to Governing Board policy 5:90, *Abused and Neglected Child Reporting*. In addition to reporting the suspected abuse, the complaint shall also be processed under Governing Board policy 2:265, *Title IX Grievance Procedure*, or Governing Board policy 2:260, *Uniform Grievance Procedure*.

Enforcement

A violation of this policy by an employee 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 Governing Board in the context of the relationship of the third party to the Cooperative, e.g., vendor, parent/guardian, invitee, etc. Any person making a knowingly false accusation regarding harassment will likewise be subject to disciplinary action, which for an employee that may be 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 complaints or providing information about harassment is prohibited (see Governing Board policies 2:260, *Uniform Grievance Procedure*, 2:265, *Title IX Grievance Procedure*, and 2:270, *Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited*), and depending upon the law governing the complaint, whistleblower protection may be available under the State Officials and Employees Ethics Act (5 ILCS 430/), the Whistleblower Act (740 ILCS 174/), and/or 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 Cooperative 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 Director shall also use reasonable measures to inform staff members, applicants, and nonemployees of this policy, which shall include posting on the Cooperative website and/or making this policy available in the Cooperative's administrative office, and including this policy in the appropriate handbooks.

LEGAL REF.: 42 U.S.C. §2000e et seq., Title VII of the Civil Rights Act of 1964; 29 C.F.R. §1604.11.
20 U.S.C. §1681 et seq., Title IX of the Education Amendments of 1972; 34 C.F.R. Part 106.
5 ILCS 430/70-5(a), State Officials and Employees Ethics Act.
775 ILCS 5/2-101(E) and (E-1), 5/2-102(A), (A-10), (D-5), 5/2-102(E-5), 5/2-109, 5/5-102, and 5/5-102.2, Ill. Human Rights Act.
56 Ill. Admin.Code Parts 2500, 2510, 5210, and 5220.
Vance v. Ball State Univ., 570 U.S. 421 (2013).
Crawford v. Metro. Gov't of Nashville & Davidson Cnty., 555 U.S. 271 (2009).
Jackson v. Birmingham Bd. of Educ., 544 U.S. 167 (2005).
Oncale v. Sundowner Offshore Servs., 523 U.S. 75 (1998).
Burlington Indus. v. Ellerth, 524 U.S. 742 (1998).
Faragher v. City of Boca Raton, 524 U.S. 775 (1998).
Harris v. Forklift Systems, 510 U.S. 17 (1993).
Franklin v. Gwinnett Co. Public Schools, 503 U.S. 60 (1992).
Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986).
Porter v. Erie Foods Int, Inc., 576 F.3d 629 (7th Cir. 2009).
Williams v. Waste Mgmt., 361 F.3d 1021 (7th Cir. 2004).
Berry v. Delta Airlines, 260 F.3d 803 (7th Cir. 2001).
Sangamon Cnty. Sheriff's Dept. v. Ill. Human Rights Com'n, 233 Ill.2d 125 (Ill. 2009).

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Grievance Procedure), 2:270 (Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited), 4:60 (Purchases and Contracts), 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 7:20 (Harassment of Students Prohibited), 8:30 (Visitors to and Conduct on School Property)

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Appendix C

Guidelines for Using Cell Phones at Work

1. **Turn Your Cell Phone Ringer Off.**
Leave the phone on vibrate if you must have it on. The sounds of different ring tones going off all the time can be very annoying to others.
2. **Use Your Cell Phone Only for Important Calls**
If you have your cell phone at work, it should be used only for emergencies. These include calls from your child or family member, calls from their school, and emergencies that must be taken care of immediately.
3. **Let Your Cell Phone Calls go to Voice Mail**
While you are at work if you are in doubt about whether an incoming call is important, let voice mail pick it up. It will take much less time to check your messages than it will to answer the call.
4. **Find a Private Place to Make Cell Phone Calls**
Find somewhere else to talk, where your conversation cannot be overhead, even if what you are discussing is not personal.
5. **Do Not Bring Your Cell Phone into the Restroom**
Restrooms are private places and should be treated as such.

Appendix D

General Personnel

Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition

All Cooperative workplaces are drug- and alcohol-free workplaces.

An employee is *on call* when the Cooperative schedules the employee with at least 24 hours' notice to be on standby or otherwise responsible for performing employment-related tasks either at the Cooperative or another location previously designated by the Cooperative. All employees are prohibited from engaging in any of the following activities while on Cooperative premises or while performing work or being *on call* for the Cooperative:

2. Unlawful manufacture, dispensing, distribution, possession, or use of an illegal or controlled substance.
3. Distribution, consumption, use, possession, or being impaired by or under the influence of an alcoholic beverage; being present on Cooperative premises or while performing work for the Cooperative when alcohol consumption is detectable, regardless of when and/or where the use occurred.
4. Distribution, consumption, possession, use, or being impaired by or under the influence of cannabis; being present on Cooperative premises or while performing work for the Cooperative when impaired by or under the influence of cannabis, regardless of when and/or where the use occurred, unless distribution, possession, and/or use is by a school nurse or school administrator pursuant to *Ashley's Law*, 105 ILCS 5/22-33. The Cooperative considers employees impaired by or under the influence of cannabis when there is a good faith belief that an employee manifests specific articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position.

Upon the Director or designee's reasonable suspicion of an employee's violation of any of the prohibited activities stated above, the Director or designee may direct the employee to undergo a drug and/or alcohol test to corroborate or refute the alleged violation. State law protects the Cooperative from liability when it takes actions pursuant to a reasonable workplace drug policy, including but not limited to subjecting an employee or applicant to reasonable drug and alcohol testing, reasonable and nondiscriminatory random drug testing, discipline, termination of employment, or withdrawal of a job offer due to a failure of a drug test.

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.

For purposes of this policy, *Cooperative premises* means workplace as defined in the Cannabis Regulation and Tax Act (CRTA) in addition to Cooperative and school buildings, grounds, and parking areas; vehicles used for school purposes; and any location used for a Governing Board meeting, school athletic event, or other school-sponsored or school-sanctioned events or activities. School grounds means the real property comprising any school, any conveyance used to transport students to school or a school-related activity, and any public way within 1,000 feet of any school ground, designated school bus stops where students are waiting for the school bus, and school-sponsored or school-sanctioned events or activities. "Vehicles used for school purposes" means school buses or other school vehicles.

As a condition of employment, each employee shall:

5. Abide by the terms of this Governing Board policy respecting a drug- and alcohol-free workplace; and
6. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on the Cooperative premises or while performing work for the Cooperative, no later than five 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 Director or designee shall perform each of the following:

7. Provide each employee with a copy of this policy.
8. Post notice of this policy in a place where other information for employees is posted.
9. Make available materials from local, State, and national anti-drug and alcohol-abuse organizations.
10. Enlist the aid of community and State agencies with drug and alcohol informational and rehabilitation programs to provide information to Cooperative employees.
11. 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 the Cooperative may impose upon employees for violations of this policy.
12. Remind employees that Governing Board policy 6:60, *Curriculum Content*, requires the Cooperative to educate students, depending upon their grade, about drug and substance abuse prevention and relationships between drugs, alcohol, and violence.

E-Cigarette, Tobacco, and Cannabis 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 e-cigarettes, tobacco, and cannabis products applies both (1) when an employee is on school property, and (2) while an employee is performing work for the Cooperative at a school event regardless of the event's location.

Tobacco has the meaning provided in 105 ILCS 5/10-20.5b.

Cannabis has the meaning provided in the CRTA, 410 ILCS 705/1-10.

E-Cigarette is short for electronic cigarette and includes, but is not limited to, any electronic nicotine delivery system (ENDS), electronic cigar, electronic cigarillo, electronic pipe, electronic hookah, vape pen, or similar product or device, and any components or parts that can be used to build the product or device.

Cooperative Action Upon Violation of Policy

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

The Governing 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 Cooperative 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 Director shall notify the appropriate State or federal agency from which the Cooperative receives contract or grant monies of the employee's conviction within 10 days after receiving notice of the conviction.

Disclaimer

The Governing Board reserves the right to interpret, revise or discontinue any provision of this policy pursuant to the **Suspension of Policies** subhead in Governing Board policy 2:240, *Governing Board Policy Development*.

LEGAL REF.: 20 U.S.C. §7101 et seq., Safe and Drug-Free School and Communities Act of 1994.
 21 U.S.C. §812, Controlled Substances Act; 21 C.F.R. §1308.11-1308.15.
 41 U.S.C. §8101 et seq., Drug-Free Workplace Act of 1988.
 42 U.S.C. §12114, Americans With Disabilities Act.
 21 C.F.R. Parts 1100, 1140, and 1143.
 30 ILCS 580/, Drug-Free Workplace Act.
 105 ILCS 5/10-20.5b.
 410 ILCS 82/, Smoke Free Illinois Act.
 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act.
 410 ILCS 705/1-1 et seq., Cannabis Regulation and Tax Act.
 720 ILCS 675, Prevention of Tobacco Use by Persons under 21 Years of Age and Sale and Distribution of Tobacco Products Act.
 820 ILCS 55/, Right to Privacy in the Workplace Act.
 23 Ill.Admin.Code §22.20.

CROSS REF.: 5:10 (Equal Employment Opportunity and Minority Recruitment), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 6:60 (Curriculum Content), 8:30 (Visitors to and Conduct on School Property)

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Appendix E

Governing Board

Ethics and Gift Ban

Prohibited Political Activity

The following precepts govern political activities being conducted by Cooperative employees and Governing Board members:

1. No employee shall intentionally perform any *political activity* during any *compensated time*, as those terms are defined herein.
2. No Governing Board member or employee shall intentionally use any Cooperative property or resources in connection with any political activity.
3. At no time shall any Governing Board member or employee intentionally require any other Governing Board member or employee to perform any political activity: (a) as part of that Governing 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 Governing Board member or employee shall be required at any time to participate in any political activity in consideration for that Governing 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 Governing Board member or employee be awarded additional compensation or any benefit in consideration for his or her participation in any political activity.

A Governing 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 Governing Board member or employee, and no spouse of or immediate family member living with a Governing 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 Governing 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 Cooperative 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 Governing 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 Governing Board member or employee), if the benefits have not been offered or enhanced because of the official position or employment of the Governing 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 Governing Board member or employee from another Governing Board member or employee, and *inter-governmental gift* means any gift given to a Governing 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 Governing Board member or employee, his or her spouse or an immediate family member living with the Governing 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 26 U.S.C. §501(c)(3).

Enforcement

The Governing Board President and Director shall seek guidance from the Governing Board attorney concerning compliance with and enforcement of this policy and State ethics laws. The Governing Board may, as necessary or prudent, appoint an Ethics Advisor for this task.

Written complaints alleging a violation of this policy shall be filed with the Director or Governing Board President. If attempts to correct any misunderstanding or problem do not resolve the matter, the Director or Governing Board President shall, after consulting with the Board Attorney, either place the alleged violation on a Governing Board meeting agenda for the Governing Board's disposition or refer the complainant to Governing Board policy 2:260, *Uniform Grievance Procedure*. A Governing 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 Governing Board. If the Governing 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 Governing Board member, or (b) an employee, or by the Governing Board member or another employee directing that employee;
2. Does business or seeks to do business with: (a) a Governing Board member, or (b) an employee, or with the Governing Board member or another employee directing that employee;
3. Conducts activities regulated by: (a) a Governing Board member, or (b) an employee or by the Governing 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 Governing 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 Governing Board member or employee.

Complaints of Sexual Harassment Made Against Governing Board Members by Elected Officials

Pursuant to the State Officials and Employees Ethics Act (5 ILCS 430/70-5), members of the Governing Board and other elected officials are encouraged to promptly report claims of sexual harassment by a Governing Board member. Every effort should be made to file such complaints as soon as possible, while facts are known and potential witnesses are available. If the official feels comfortable doing so, he or she should directly inform the individual that the individual's conduct or communication is offensive and must stop.

Governing Board members and elected officials should report claims of sexual harassment against a member of the Governing Board to the Governing Board President or Director. If the report is made to the Director, the Director shall promptly notify the President, or if the President is the subject of the complaint, the Vice President. Reports of sexual harassment will be confidential to the greatest extent practicable.

When a complaint of sexual harassment is made against a member of the Governing Board by another Governing Board member or other elected official, the Governing Board President shall appoint a qualified outside investigator who is not a Cooperative employee or Governing Board member to conduct an independent review of the allegations. If the allegations concern the President, or the President is a witness or otherwise conflicted, the Vice President shall make the appointment. If the allegations concern both the President and Vice President, and/or they are witnesses or otherwise conflicted, the Governing Board Secretary shall make the appointment. The investigator shall prepare a written report and submit it to the Governing Board.

If a Governing Board member has engaged in sexual harassment, the matter will be addressed in accordance with the authority of the Governing Board.

The Director will post this policy on the Cooperative website and/or make this policy available in the Cooperative's administrative office.

LEGAL REF.: 105 ILCS 5/22-93.
 5 ILCS 430/, State Officials and Employees Ethics Act.
 10 ILCS 5/9-25.1, Election Interference Prohibition Act.

CROSS REF.: 2:100 (Governing Board Member Conflict of Interest), 2:110 (Qualifications, Term, and Duties of Governing Board Officers), 2:260 (Uniform Grievance Procedure), 4:60 (Purchases and Contracts), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest)

ADOPTED: 6/22/2004

REVISED: 6/23/2009

REVISED: 11/26/2019

REVISED: 8/22/2023

REVISED: 8/26/2025

Appendix F

Students

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the Cooperative's procedures on dispensing medication.

No Cooperative employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed *School Medication Authorization Form (SMA Form)* is submitted by the student's parent/guardian.

No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

A student may possess and self-administer an epinephrine injector, e.g., EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed an *SMA Form*. The Director or designee will ensure an Emergency Action Plan is developed for each self-administering student.

A student may self-administer medication required under a *qualifying plan*, provided the student's parent/guardian has completed and signed an *SMA Form*. A qualifying plan means: (1) an asthma action plan, (2) an Individual Health Care Action Plan, (3) an allergy emergency action plan, (4) a plan pursuant to Section 504 of the federal Rehabilitation Act of 1973, or (5) a plan pursuant to the federal Individuals with Disabilities Education Act. A student may also possess the supplies and equipment necessary to monitor and treat diabetes in accordance with the student's diabetes care plan and/or the supplies, equipment, and medication necessary to treat epilepsy in accordance with the student's seizure action plan.

The Cooperative shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication, including asthma medication or epinephrine injectors, or medication required under a qualifying plan. A student's parent/guardian must indemnify and hold harmless the Cooperative and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine injector, asthma medication, and/or a medication required under a qualifying plan.

Cooperative Supply of Undesignated Asthma Medication

The Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated asthma medication in the name of the Cooperative and provide or administer them as necessary according to State law. *Undesignated asthma medication* means an asthma medication prescribed in the name of the Cooperative or one of its schools. A school nurse or trained personnel, as defined in State law may administer an undesignated asthma medication to a person when they, in good faith, believe a person is having *respiratory distress*. Respiratory

distress may be characterized as *mild-to-moderate* or *severe*. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Cooperative Supply of Undesignated Epinephrine Injectors

The Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated epinephrine injectors in the name of the Cooperative and provide or administer them as necessary according to State law. *Undesignated epinephrine injector* means an epinephrine injector prescribed in the name of the Cooperative or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine injector to a person when they, in good faith, believe a person is having an anaphylactic reaction. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law.

Cooperative Supply of Undesignated Opioid Antagonists

The Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated opioid antagonists and provide or administer them as necessary according to State law. *Opioid antagonist* means a drug that binds to opioid receptors and blocks or inhibits the effect of opioids acting on those receptors, including, but not limited to, naloxone hydrochloride or any other similarly acting drug approved by the U.S. Food and Drug Administration. *Undesignated opioid antagonist* is not defined by the School Code; for purposes of this policy it means an opioid antagonist prescribed in the name of the Cooperative or one of its schools or obtained by the Cooperative without a prescription. A school nurse or trained personnel, as defined in State law, may administer an undesignated opioid antagonist to a person when they, in good faith, believe a person is having an opioid overdose. Each building administrator and/or his or her corresponding school nurse shall maintain the names of trained personnel who have received a statement of certification pursuant to State law. See the website for the Ill. Dept. of Human Services for information about opioid prevention, abuse, public awareness, and a toll-free number to provide information and referral services for persons with questions concerning substance abuse treatment.

Cooperative Supply of Undesignated Oxygen Tanks

In schools where the Cooperative maintains special educational facilities, the Director or designee shall implement 105 ILCS 5/22-30(f) and maintain a supply of undesignated oxygen tanks in the name of the Cooperative and provide or administer them as necessary. The supply shall be maintained in accordance with manufacturer instructions and local fire department rules.

Cooperative Supply of Undesignated Glucagon

The Director or designee shall implement 105 ILCS 145/27 and maintain a supply of undesignated glucagon in the name of the Cooperative in accordance with manufacturer's instructions.

When a student's prescribed glucagon is not available or has expired, a school nurse or delegated care aide may administer undesignated glucagon only if he or she is authorized to do so by a student's diabetes care plan.

Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Program Act allows a *medical cannabis infused product* to be administered to a student by one or more of the following individuals:

1. A parent/guardian of a student who is a minor who registers with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

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- a. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
 - b. Copies of the registry identification cards are provided to the Cooperative;
 - c. That student's parent/guardian completed, signed, and submitted a School Medication Authorization Form - Medical Cannabis; and
 - d. After administering the product to the student, the designated caregiver immediately removes it from school premises or the school bus.
 2. A properly trained school nurse or administrator, who shall be allowed to administer the medical cannabis infused product to the student on the premises of the child's school, at a school-sponsored activity, or before/after normal school activities, including while the student is in before-school or after-school care on school-operated property or while being transported on a school bus.
 3. The student him or herself when the self-administration takes place under the direct supervision of a school nurse or administrator.

Medical cannabis infused product (product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

The product may not be administered in a manner that, in the opinion of the Cooperative or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Discipline of a student for being administered a product by a designated caregiver, or by a school nurse or administrator, or who self-administers a product under the direct supervision of a school nurse or administrator pursuant to this policy is prohibited. The Cooperative may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Void Policy

The **Cooperative Supply of Undesignated Asthma Medication** section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for undesignated asthma medication from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the Cooperative's prescription for undesignated school asthma medication.

The **Cooperative Supply of Undesignated Epinephrine Injectors** section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for undesignated epinephrine injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the Cooperative's prescription for undesignated school epinephrine injectors.

The **Cooperative Supply of Undesignated Opioid Antagonists** section of the policy is void whenever the Director or designee is unable to obtain a supply of opioid antagonists due to a shortage, in which case the Cooperative shall make reasonable efforts to maintain a supply.

The **Cooperative Supply of Undesignated Oxygen Tanks** section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for oxygen tanks from a qualifying prescriber, or (2) fill the Cooperative's prescription for undesignated oxygen tanks.

The **Cooperative Supply of Undesignated Glucagon** section of the policy is void whenever the Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for glucagon from a qualifying prescriber, or (2) fill the Cooperative's prescription for undesignated school glucagon.

The **Administration of Medical Cannabis** section of the policy is void and the Cooperative reserves the right not to implement it if the Cooperative or school is in danger of losing federal funding.

Administration of Undesignated Medication

Upon any administration of an undesignated medication permitted by State law, the Director or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Undesignated Medication Disclaimers

Upon implementation of this policy, the protections from liability and hold harmless provisions applicable under State law apply.

No one, including without limitation, parents/guardians of students, should rely on the Cooperative for the availability of undesignated medication. This policy does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

LEGAL REF.:	105 ILCS 5/10-20.14b, 5/10-22.21b, 5/22-30, and 5/22-33. 105 ILCS 145/, Care of Students with Diabetes Act. 105 ILCS 150/, Seizure Smart School Act. 410 ILCS 130/, Compassionate Use of Medical Cannabis Program Act. 720 ILCS 550/, Cannabis Control Act. 23 Ill.Admin.Code §1.540.
CROSS REF.:	7:285 (Anaphylaxis Prevention, Response, and Management Program)
ADMIN. PROC.:	7:270-AP1 (Dispensing Medication), 7:270-AP2 (Checklist for Cooperative Supply of Undesignated Medication(s)), 7:270-E1 (School Medication Authorization Form), 7:270-E2 (School Medication Authorization Form - Medical Cannabis)
ADOPTED:	1/23/1996
REVISED:	1/27/2009
FEVISED:	6/24/2014
REVISED:	8/22/2017
REVISED:	2/5/2019
REVISED:	12/23/2019
REVISED:	2/25/2020
REVISED:	8/23/2022
REVISED:	8/22/2023
REVISED:	8/27/2024
REVISED:	8/26/2025

Appendix G

General Personnel

Employee Ethics; Code of Professional Conduct; and Conflict of Interest

All Cooperative employees are expected to maintain high standards in their job performance, demonstrate integrity and honesty, be considerate and cooperative, and maintain professional and appropriate relationships with students, parents/guardians, staff members, and others.

The Director or designee shall provide this policy to all Cooperative employees and students and/or parents/guardians in their respective handbooks, and ensure its posting on the Cooperative's website, if any.

Professional and Appropriate Conduct

Professional and appropriate employee conduct are important Governing Board goals that impact the quality of a safe learning environment and the school community, increasing students' ability to learn and the Cooperative's ability to educate. To protect students from sexual misconduct by employees, and employees from the appearance of impropriety, State law also recognizes the importance for Cooperative employees to constantly maintain professional and appropriate relationships with students by following established expectations and guidelines for employee-student boundaries. Many breaches of employee-student boundaries do not rise to the level of criminal behavior but do pose a potential risk to student safety and impact the quality of a safe learning environment. Repeated violations of employee-student boundaries may indicate the grooming of a student for sexual abuse. As bystanders, employees may know of concerning behaviors that no one else is aware of, so their training on: (1) preventing, recognizing, reporting, and responding to child sexual abuse and grooming behavior; (2) this policy; and (3) federal and state reporting requirements is essential to maintaining the Governing Board's goal of professional and appropriate conduct.

The Director or designee shall identify employee conduct standards that define appropriate employee-student boundaries, provide training about them, and monitor the Cooperative's employees for violations of employee-student boundaries. The employee conduct standards will require that, at a minimum:

4. Employees who are governed by the *Code of Ethics for Illinois Educators*, adopted by the Ill. State Board of Education (ISBE), will comply with its incorporation by reference into this policy.
5. Employees are trained on educator ethics, child abuse, grooming behaviors, and employee-student boundary violations as required by law and Governing Board policies 2:265, *Title IX Grievance Procedure*; 4:165, *Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors*; 5:90, *Abused and Neglected Child Reporting*; and 5:100, *Staff Development Program*.
6. Employees maintain professional relationships with students, including maintaining employee-student boundaries based upon students' ages, grade levels, and developmental levels and following Cooperative-established guidelines for specific situations, including but not limited to:
 - a. Transporting a student;
 - b. Taking or possessing a photo or video of a student; and
 - c. Meeting with a student or contacting a student outside the employee's professional role.
7. Employees report prohibited behaviors and/or boundary violations pursuant to Governing Board policies 2:260, *Uniform Grievance Procedure*; 2:265, *Title IX Grievance Procedure*; and 5:90, *Abused and Neglected Child Reporting*.

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8. Discipline up to and including dismissal will occur for any employee who violates an employee conduct standard or engages in any of the following:
- a. Violates expectations and guidelines for employee-student boundaries.
 - b. Sexually harasses a student.
 - c. Willfully or negligently fails to follow reporting requirements of the Abused and Neglected Child Reporting Act (325 ILCS 5/), Title IX of the Education Amendments of 1972 (20 U.S.C. §1681 *et seq.*), or the Elementary and Secondary Education Act (20 U.S.C. § 7926).
 - d. Engages in grooming as defined in 720 ILCS 5/11-25.
 - e. Engages in grooming behaviors. Prohibited grooming behaviors include, at a minimum, *sexual misconduct*. *Sexual misconduct* is any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, by an employee with direct contact with a student, that is directed toward or with a student to establish a romantic or sexual relationship with the student. Examples include, but are not limited to:
 - i. A sexual or romantic invitation.
 - ii. Dating or soliciting a date.
 - iii. Engaging in sexualized or romantic dialog.
 - iv. Making sexually suggestive comments that are directed toward or with a student.
 - v. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature.
 - vi. A sexual, indecent, romantic, or erotic contact with the student.

Statement of Economic Interests

The following employees must file a *Statement of Economic Interests* as required by the Ill. Governmental Ethics Act:

9. Director;
10. Principal/Administrator;
11. Head of any department;
12. 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;
13. Hearing officer;
14. Any employee having supervisory authority for 20 or more employees; and
15. Any employee in a position that requires an administrative or a chief school business official endorsement.

Ethics and Gift Ban

Governing Board policy 2:105, *Ethics and Gift Ban*, applies to all Cooperative employees. Students shall not be used in any manner for promoting a political candidate or issue.

Prohibited Interests; Conflict of Interest; and Limitation of Authority

In accordance with 105 ILCS 5/22-5, "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 ISBE and adopted for use by the Governing Board. An employee having an interest in instructional materials must file an annual statement with the Governing 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 or State award governed by the Grant Accountability and Transparency Act (GATA) (30 ILCS 708/) when the employee has a real or apparent conflict of

interest. A conflict of interest arises when an employee or any of the following individuals has a financial or other interest in or a tangible benefit from the entity selected for the contract:

16. A member of the employee's immediate family;
17. An employee's partner; or
18. An entity that employs or is about to employ the employee or one of the individuals listed in one or two above.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to agreements or subcontracts. Situations in which the interest is not substantial or the gift is an unsolicited item of nominal value must comply with State law and Governing Board policy 2:105, *Ethics and Gift Ban*.

School Counselor Gift Ban

School counselors are prohibited from intentionally soliciting or accepting any gift from a *prohibited source* or any gift that would be in violation of any federal or State statute or rule. For school counselors, a *prohibited source* is any person who is (1) employed by an institution of higher education, or (2) an agent or spouse of or an immediate family member living with a person employed by an institution of higher education. This prohibition does not apply to:

19. Opportunities, benefits, and services available on the same conditions as for the general public.
20. Anything for which the school counselor pays market value.
21. A gift from a relative.
22. Anything provided by an individual on the basis of a personal friendship, unless the school counselor believes that it was provided due to the official position or employment of the school counselor and not due to the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the school counselor must consider the circumstances in which the gift was offered, including any of the following:
 - a. The history of the relationship between the individual giving the gift and the school counselor, including any previous exchange of gifts between those individuals.
 - b. Whether, to the actual knowledge of the school counselor, the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift.
 - c. Whether, to the actual knowledge of the school counselor, the individual who gave the gift also, at the same time, gave the same or a similar gift to other Cooperative employees.
23. Bequests, inheritances, or other transfers at death.
24. Any item(s) during any calendar year having a cumulative total value of less than \$100.
25. Promotional materials, including, but not limited to, pens, pencils, banners, posters, and pennants.
26. Travel, lodging, food, and beverage costs incurred by the school counselor and paid by an institution of higher education for attendance by the school counselor of an educational or military program at the institution of higher education.

A school counselor does not violate this prohibition if he or she promptly returns the gift to the prohibited source or donates the gift or an amount equal to its value to a 501(c)(3) tax-exempt charity.

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.

Incorporated

by reference: 5:120-E (Code of Ethics for Ill. Educators)

LEGAL REF.: U.S. Constitution, First Amendment.
2 C.F.R. §200.318(c)(1).
5 ILCS 420/4A-101, Ill. Governmental Ethics Act.
5 ILCS 430/, State Officials and Employee Ethics Act.
30 ILCS 708/, Grant Accountability and Transparency Act.
50 ILCS 135/, Local Governmental Employees Political Rights Act.
105 ILCS 5/10-22.39, 5/10-23.13, 5/22-5, 5/22-85.5, and 5/22-93.
325 ILCS 5/, Abused and Neglected Child Reporting Act.
720 ILCS 5/11-25, Criminal Code of 2012.
775 ILCS 5/5A-102, Ill. Human Rights Act.
23 Ill.Admin.Code Part 22, Code of Ethics for Ill. Educators.
Pickering v. Board of Township H.S. Dist. 205, 391 U.S. 563 (1968).
Garcetti v. Ceballos, 547 U.S. 410 (2006).

CROSS REF.: 2:105 (Ethics and Gift Ban), 2:265 (Title IX Grievance Procedure), 4:60 (Purchases and Contracts), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:90 (Abused and Neglected Child Reporting), 5:100 (Staff Development Program), 5:125 (Personal Technology and Social Media; Usage and Conduct), 5:200 (Terms and Conditions of Employment and Dismissal), 5:290 (Employment Termination and Suspensions), 7:20 (Harassment of Students Prohibited)

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Appendix H

General Personnel

Personal Technology and Social Media; Usage and Conduct

Definitions

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

Social media - Media for social interaction, using highly accessible web-based and/or mobile technologies that allow users to share content and/or engage in interactive communication through online communities. This includes, but is not limited to, services such as *Facebook, LinkedIn, X (formerly Twitter), Threads, Instagram, TikTok, Snapchat, Discord, and YouTube*.

Personal technology - Any device that is not owned or leased by the Cooperative or otherwise authorized for Cooperative use and: (1) transmits sounds, images, text, messages, videos, or electronic information, (2) electronically records, plays, or stores information, or (3) accesses the Internet, or private communication or information networks. This includes computers, tablets, smartphones, smartwatches, and other devices.

Usage and Conduct

All Cooperative employees who use personal technology and/or social media shall:

1. Adhere to the high standards for **Professional and Appropriate Conduct** required by Governing Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*, at all times, regardless of the ever-changing social media and personal technology platforms available. This includes Cooperative employees posting images or private information about themselves or others in a manner readily accessible to students and other employees that is inappropriate as defined by Governing Board policies 5:20, *Workplace Harassment Prohibited*; 5:100, *Staff Development Program*; 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*; 6:235, *Access to Electronic Networks*; and 7:20, *Harassment of Students Prohibited*; and the Ill. Code of Educator Ethics, 23 Ill.Admin.Code §22.20.
2. Choose a Cooperative-provided or supported method whenever possible to communicate with students and their parents/guardians.
3. Not interfere with or disrupt the educational or working environment, or the delivery of education or educational support services.
4. Inform their immediate supervisor if a student initiates inappropriate contact with them via any form of personal technology or social media.
5. Report instances of suspected abuse or neglect discovered through the use of social media or personal technology pursuant to a school employee's obligations under Governing Board policy 5:90, *Abused and Neglected Child Reporting*.
6. Not disclose confidential information, including but not limited to school student records (e.g., student work, photographs of students, names of students, or any other personally identifiable information about students) or personnel records, in compliance with Governing Board policy 5:130, *Responsibilities Concerning Internal Information*. For Cooperative employees, proper approval may include implied consent under the circumstances.
7. Refrain from using the Cooperative's logos without permission and follow Governing Board policy 5:170, *Copyright*, and all District copyright compliance procedures.
8. Use personal technology and social media for personal purposes only during non-work times or hours. Any duty-free use must occur during times and places that the use will not interfere with job duties or otherwise be disruptive to the school environment or its operation.

9. Assume all risks associated with the use of personal technology and social media at school or school-sponsored activities, including students' viewing of inappropriate Internet materials through the Cooperative employee's personal technology or social media. The Governing Board expressly disclaims any responsibility for imposing content filters, blocking lists, or monitoring of its employees' personal technology and social media.
10. Be subject to remedial and any other appropriate disciplinary action for violations of this policy ranging from prohibiting the employee from possessing or using any personal technology or social media at school to dismissal and/or indemnification of the Cooperative for any losses, costs, or damages, including reasonable attorney fees, incurred by the Cooperative relating to, or arising out of, any violation of this policy.

Director Responsibilities

The Director shall:

1. Inform Cooperative employees about this policy during the in-service on educator ethics, teacher-student conduct, and school employee-student conduct required by Governing Board policy 5:120, *Employee Ethics; Code of Professional Conduct; and Conflict of Interest*.
2. Direct Building Principals and Administrators to annually:
 - a. Provide their building/program staff with a copy of this policy.
 - b. Inform their building/program staff about the importance of maintaining high standards in their school relationships.
 - c. Remind their building/program staff that those who violate this policy will be subject to remedial and any other appropriate disciplinary action up to and including dismissal.
3. Build awareness of this policy with students, parents, and the community.
4. Ensure that neither the Cooperative, nor anyone on its behalf, commits an act prohibited by the Right to Privacy in the Workplace Act, 820 ILCS 55/10; i.e., the *Facebook Password Law*.
5. Periodically review this policy and any implementing procedures with Cooperative employee representatives and electronic network system administrator(s) and present proposed changes to the Governing Board.

LEGAL REF.: 105 ILCS 5/21B-75 and 5/21B-80.
775 ILCS 5/5A-102, Ill. Human Rights Act.
820 ILCS 55/10, Right to Privacy in the Workplace Act.
23 Ill.Admin.Code §22.20, Code of Ethics for Ill. Educators.
Garcetti 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.: 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria), 5:100 (Staff Development Program), 5:120 (Employee Ethics; Code of Professional 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)

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Appendix I

General Personnel

Family and Medical Leave

Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act. The U.S. Department of Labor's rules (federal rules) implementing FMLA, as they may be amended from time to time, control FMLA leave.

An eligible employee may take FMLA leave for up to a combined total of 12 weeks each 12-month period. The Cooperative uses a "rolling" 12-month period measured backward from the date an employee uses and FMLA leave.

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.

While FMLA leave is normally unpaid, the Cooperative will substitute an employee's accrued compensatory time-off and/or paid leave for unpaid FMLA leave, provided such leave is available for use in accordance with Governing Board policies and rules. In addition, all policies and rules regarding the use of paid leave apply when paid leave is substituted for unpaid FMLA leave. Any substitution of paid leave for unpaid FMLA leave will count against the employee's FMLA leave entitlement. Use of FMLA leave shall not preclude the use of other applicable unpaid leave that will extend the employee's leave beyond 12 weeks, provided that the use of FMLA leave shall not serve to extend such other unpaid leave. Any full workweek period during which the employee would not have been required to work, including summer break, winter break and spring break, is not counted against the employee's FMLA leave entitlement.

FMLA leave is available in one or more of the following instances:

27. The birth and first-year care of a son or daughter.
28. The adoption or foster placement of a son or daughter, including absences from work that are necessary for the adoption or foster care to proceed and expiring at the end of the 12-month period beginning on the placement date.
29. The serious health condition of an employee's spouse, child, or parent.
30. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
31. 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 by federal rules.
32. 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 by federal rules.

If spouses are employed by the Cooperative, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to care for a parent with a serious health condition, or a combined total of 26 weeks for item 6 above.

An employee may be permitted to work on an intermittent or reduced-leave schedule in accordance with federal rules.

Eligibility

To be eligible for FMLA leave, an employee must be employed at a worksite where at least 50 employees are employed within 75 miles. In addition, one of the following provisions must describe the employee:

33. The employee has been employed by the Cooperative for at least 12 months and has been employed for at least 1,000 hours of service during the 12-month period immediately before the beginning of the leave. The 12 months an employee must have been employed by the Cooperative need not be consecutive. However, the Cooperative 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 fulfillment of a covered service obligation under the employee's Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. 4301, et seq., or when a written agreement exists concerning the Cooperative's intention to rehire the employee.
34. The employee is a full-time classroom teacher.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Director or designee with at least 30 days' advance notice before the leave is to begin. If 30 days' advance notice is not practicable, the notice must be given as soon as practicable. The employee shall make a reasonable effort to schedule a planned medical treatment so as not to disrupt the Cooperative's operations, subject to the approval of the health care provider administering the treatment. The employee shall provide at least verbal notice sufficient to make the Director or designee aware that he or she needs FMLA leave, and the anticipated timing and duration of the leave. Failure to give the required notice for a foreseeable leave may result in a delay in granting the requested leave until at least 30 days after the date the employee provides notice.

Certification

Within 15 calendar days after the Director or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

When the leave is to care for the employee's covered family member with a serious health condition, the employee must provide a complete and sufficient certificate signed by the family member's health care provider.

When the leave is due to the employee's own serious health condition, the employee must provide a complete and sufficient certificate signed by the employee's health care provider.

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

When the leave is because of a qualified exigency, the employee must provide: (a) 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, and the dates of the covered military member's active duty service, and (b) a statement or description, signed by the employee, of appropriate facts regarding the qualifying exigency for which FMLA leave is requested.

The Cooperative 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.

The Cooperative 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, the Cooperative may request recertification when the, (1) employee requests a leave extension, (2) circumstances described by the original certification change significantly, or (3) Cooperative 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 the Cooperative within 15 calendar days after the request. The Cooperative may request recertification every six 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.

Failure to furnish a complete and sufficient certification on forms provided by the Cooperative may result in a denial of the leave request.

Continuation of Health Benefits

During FMLA leave, employees are entitled to continuation of health benefits that would have been provided if they were working. Any share of health plan premiums being paid by the employee before taking the leave, must continue to be paid by the employee during the FMLA leave. A Cooperative's obligation to maintain health insurance coverage ceases if an employee's premium payment is more than 30 days late and the Cooperative notifies the employee at least 15 days before coverage will cease.

Changed Circumstances and Intent to Return

An employee must provide the Director or designee reasonable notice of changed circumstances (i.e., within two business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The Director or designee, taking into consideration all of the relevant facts and circumstances related to an individual's leave situation, may ask an employee who has been on FMLA leave for eight consecutive weeks whether he or she intends to return to work.

Return to Work

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.

An employee returning from FMLA leave will be given an equivalent position to his or her position before the leave, subject to: (1) permissible limitations the Cooperative may impose as provided in the FMLA or implementing regulations, and (2) the Cooperative's reassignment policies and practices.

Classroom teachers may be required to wait to return to work until the next semester in certain situations as provided by the FMLA regulations.

Implementation

The 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.: 29 U.S.C. §2601 et seq., Family and Medical Leave Act;
29 C.F.R. Part 825.
105 ILCS 5/24-6.4.

CROSS REF.: 5:180 (Temporary Illness or Temporary Incapacity), 5:250 (Leaves of Absence),
5:310 (Compensatory Time-Off), 5:330 (Sick Days, Vacation, Holidays, and Leaves)

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REVISED: 3/23/2004

REVISED: 5/27/2014

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Appendix J

TRANSPORTATION POLICIES

The Lincoln-Way Area Special Education Joint Agreement 843 is committed to transporting students SAFELY AND EFFICIENTLY. Below are the regulations which must be observed to ensure a quality transportation program.

Special Service Bus Rules

1. The Lincoln-Way 843 Transportation Office is open from 6:00 a.m. to 4:30 p.m. Telephone messages can be left at any time at (815) 485-7611.
2. All students are expected to be picked up and delivered at their homes. However, we realize that in some cases an alternate pick up or drop off site may be necessary. This is possible when arrangements are made directly with the Supervisor of Transportation (815.485.7611). Students shall be picked up at only one address. The student will be picked up at that address every morning. However, the student may be dropped off at a different address in the afternoon, but the same address every day.
3. If you are securing childcare services, services need to be secured in the attendance area of the student.
4. Be sure your student is always ready and waiting for the scheduled pick up. The buses will be on a close schedule. All drivers will wait only three minutes at each stop. Your student should be coming out the door as the bus stops in front of the house. On the mornings when there is snow on the streets, students should be ready five minutes earlier.
5. When the parent(s)/guardian(s) or the student(s) do not respond to the arrival of the bus on three consecutive occasions, the Lincoln-Way 843 Transportation Supervisor is authorized to temporarily stop transportation. It is the parent(s)/guardian(s) responsibility to call the Lincoln-Way 843 Transportation Supervisor (815.485.7611) to resume transportation.
6. All students must enter and exit the bus through the proper door.
7. All students are required to stay in his/her seat and use, when available, the safety belts.
8. Parent(s)/guardian(s) are responsible to secure and unsecure his/her student in his/her booster seat, car seat, or safety vest. The bus driver is to remain in his/her seat.
9. There is to be no eating or drinking while traveling in the buses.
10. Bus Monitors should remain on the bus unless an emergency has occurred that requires their assistance or when remaining on the bus is unsafe.
11. Families must provide information requested by the transportation department in order to facilitate safe travel.

12. Parent(s)/guardian(s) are responsible to make arrangements to receive students as the bus brings them home from school. Following are guidelines that will apply to your individual student:

Elementary, Middle School, and Multi-Need Students in District 843 Programs

Parents of students attending 843 programs are responsible for making arrangements to have a parent/guardian at home to receive the student(s) unless stipulated in the student's IEP. If no one is at the door to receive the student(s), he/she will be returned to the school where the student attends. The principal, who is most familiar with the student, will receive the student until the parent/guardian arrives to pick up their child.

Privately Placed Students

Parents of students attending private placements are responsible for making arrangements to have a parent/guardian at home to receive the student(s), unless it is so stipulated in the student's IEP. If no one is at the door to receive the student(s), he/she will be returned to the **District Office** of the student(s)' home school district. If this occurs, you are responsible to make arrangements to have your child picked up.

PLEASE NOTE: After the second occurrence of not being at your residence to receive your student(s), your student(s) may be suspended from transportation. Further violations will include additional transportation suspension. When a parent/guardian/emergency contact cannot be found, a possible call to the local police or Department of Children and Family Services (DCFS) will be made.

13. If there is a change of address and/or telephone number, notify the Lincoln-Way 843 Transportation office (815.485.7611) and the student's home district immediately.
14. When a student does not ride the bus to school but is taken to school by the parent/guardian, due to oversleeping, etc., it is the parent(s)/guardian(s) responsibility to call the Lincoln-Way 843 Transportation office (815.485.7611) and let them know the student arrived at school and the student will ride the Lincoln-Way 843 transportation bus home. Likewise, if a student is picked up from school in the afternoon due to illness or another reason, please notify the Lincoln-Way 843 Transportation office (815.485.7611).
15. **Major Violations of the Rules of the Bus**

A student's behavior which is determined to be such that it endangers his/her safety, the safety of others on the bus, or which is inhibiting the driver from performing his/her duties will be dealt with individually which may result in suspension from transportation. The length of suspension will be determined by the seriousness of each case and the ability of the student to resume transportation without further incident. Again, since suspension is only from bus service,

parent(s)/guardian(s) will be responsible for transporting their student to and from school on the day(s) of the suspension.

Illness of Students

In the event of illness, the parent(s)/guardian(s) are responsible to do the following:

- 1.) Call the Lincoln-Way 843 Transportation office (815.485.7611) by 7:00 a.m. to cancel the trip for each day your student is not riding. Inform the Lincoln-Way 843 Transportation Supervisor of *your student's name and the bus number*.
- 2.) Remember to notify the principal before school starts in the morning.
- 3.) When students are going to be absent for an extended period of time (one week or more), parent(s)/guardian(s) should call the transportation office (815.485.7611) to temporarily stop transportation to conserve energy. It is the responsibility of the parent(s)/guardian(s) to again call the transportation office (815.485.7611) to resume transportation.
- 4.) Again, please remember to notify the principal and classroom teacher of an extended absence period.
- 5.) **IMPORTANT!!** In instances where a student becomes ill at school, the parent(s)/guardian(s) will be notified and asked to take their student home. Bus service is not available for this purpose.

Provision When District 843 Suspends IEP Designated Transportation

District 843 is responsible for providing transportation to certain special education students in accordance with the service listed on that student's IEP. If, for some reason, it is not possible for District 843 to provide such transportation on a specific day basis, i.e., first and/or last day of the regular school year, because of various scheduling and safety reasons, the following will occur:

- 1.) The parent(s)/guardian(s) of the student will be notified of this situation as far in advance of the day of occurrence as possible.
- 2.) If the parent(s)/guardian(s) choose to transport their child to and from school on that day, they may request reimbursement for their mileage costs or other reasonable cost to the parent for transporting. Mileage cost will be equal to IRS allowable cost on the day of transportation.
- 3.) The request for reimbursement shall be made in writing to their home school district.
- 4.) This request should include the actual mileage to and from the student's home and school.

Whenever there are questions concerning the transportation service, please call the Lincoln-Way 843 Transportation office (815.485.7611), or the Lincoln-Way Area Special Education Administration office (815.806.4600).

Electronic Recordings on School Buses 7:220

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Governing Board's discipline policy and shall reimburse the Cooperative for any necessary repairs or replacement.

Bus Driver General Qualifications

Skills

- Be age 21 or older.
- Possess a valid and properly classified Illinois driver's license or a valid license issued by any state. The valid license must contain an "S" endorsement.
- Possess a valid driver's license for three years immediately prior to the date of your application, which has not been revoked, suspended, cancelled or disqualified.
- Pass an Illinois written school bus driver permit test (valid for one year).
- Pass a behind-the-wheel exam (valid for 180 days) in the type of vehicle you will be driving.
- Pass a physical examination (valid for 90 days), including drug and tuberculosis testing.
- Affirm under penalty of perjury that you have not made a false statement or knowingly concealed a material fact in any application for a permit.
- Complete an initial classroom training course (valid for one year) administered by the Illinois State Board of Education. A refresher course must be taken prior to renewal.
- Not have been under an order of court supervision or convicted of two or more serious traffic violations in the 12-month period prior to the date of your application.
- Not have been under an order of court supervision or convicted of reckless driving, DUI, or reckless homicide resulting while operating a motor vehicle within three years of the date of your application.
- Pass an Illinois specific and FBI criminal background check. Fingerprint results are valid for one year.
- Consent in writing to the release of results of reasonable-suspicion drug and alcohol testing by the employer of the applicant to the Secretary of State;
- Not have caused a fatal accident as the result of the unlawful operation of a motor vehicle.
- Not have been afflicted with or suffering from any mental disability or disease within the last five years.

Any individual transporting children in the place of the regular school bus driver must have a permit and a properly classified driver's license.

If you are new to Illinois, you must also provide a state-issued copy of the previous state's driving abstract, showing a three-year continuous driving history. The driving abstract must be issued in the 90-day period prior to your application for a permit.