



**SWCCCASE Board of Directors Meeting
Agenda
September 17, 2026**

1. Call to Order/Roll Call
2. Recognition of Public
The Board recognizes the public in attendance.
3. Remove Agenda Item 3.8 from the Consent Agenda.
Remove Agenda Item 3.8 — Accelerate Retirement Date from the Consent Agenda to the Regular Agenda, where it will be designated as Action Item 10.6.
4. Placement of Items on the Consent Agenda
The following items are recommended for placement on the consent agenda, unless the Board wishes separate action on an item.
 - 4.1. Approval of the Board Meeting Minutes from the August 20, 2026 Budget Hearing and the August 20, 2026 Board Meeting
Attached are the minutes from the August 20, 2026 Board of Directors Meeting.
 - 4.2. Invoices and Payroll
The Board is requested to approve the August/September invoices in the amount of \$723,930.53. The August payroll in the amount of \$1,417,154.38, and the estimated amount of \$2,500,000 for the September payroll.
 - 4.3. Employment of Professional Personnel
Attached is a list of Professional Personnel whose employment is recommended for Board approval.
 - 4.4. Employment of Educational Support Personnel
Attached is a list of Educational Support Personnel whose employment is recommended for Board approval.
 - 4.5. Resignation of Professional Personnel
Attached is a list of professional personnel resignations presented for acceptance by the Board of Directors.
 - 4.6. Resignation of Educational Support Personnel
Attached is a list of educational support personnel resignations presented for acceptance by the Board of Directors.
 - 4.7. Request for Leave of Absence
Attached is a list of leaves of absence requested by staff members presented for acceptance by the Board of Directors.
 - 4.8. Board Policies Second Reading
The following policies are new, suggested for a 5 Year Review or suggested for revision and adoption by the Policy Reference Education Subscription Service (PRESS) through the Illinois Association of School Boards (IASB). The policies are as follows:

2:230 - Public Participation at Board of Directors Meetings and Petitions to the Board
2:230 - Public Participation at Board of Directors Meetings and Petitions to the Board
3:40 - Executive Director
3:50 - Administrative Personnel Other Than the Executive Director
3:60 - Administrative Responsibility of the Building Principal/Program Supervisor
3:70 - Succession of Authority

4:120 - Food Services
4:175 - Convicted Child Sex Offender; Screening; Notifications
5:40 - Communicable and Chronic Infectious Disease
5:70 - Religious Holidays
5:185 - Family and Medical Leave
5:240 - Suspension
6:190 - Extracurricular and Co-Curricular Activities
7:80 - Release Time for Religious Instruction/Observance
7:130 - Student Rights and Responsibilities
7:270 - Administering Medicines to Students
7:345 - Use of Educational Technologies; Student Data Privacy and Security
The policies are attached.

5. Commence to Closed Session

5.1. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the Cooperative or legal counsel for the Cooperative, including hearing testimony on a complaint lodged against an employee or against legal counsel for the Cooperative to determine its validity. 5 ILCS 120/2(c)(1), as amended by P.A. 93-0057.

5.2. The Executive Director's Evaluation

6. Return to Open Session

The Board will return to open session.

7. Report of the Business Manager

7.1. Statement of Position and Revenue

The Business Manager will present financial reports for the period ending August 31, 2026.

7.2. Morton Gingerwood Building

On October 6, 2021, the Cooperative purchased the Morton Gingerwood building located at 16936 Forest Avenue in Oak Forest from the Arbor Park School District 145 for the price of \$2,500,000. As of June 20, 2026, the districts utilizing the Morton Gingerwood program have paid \$1,000,000 back to the Cooperative fund balance.

7.3. Capital Improvements

2026

- Braun Center Parking Lot Improvement Phase 3 (Final)
 - \$269,995
- Braun Center Door Replacement Project (11)
 - \$192,850

2025

- Braun Center Roof (~21,000 square feet)
 - \$518,973
- Transition HVAC Upgrades (10 RTU)
 - \$224,950

2024

- Braun/Transition Masonry Maintenance Work
 - \$125,960

2023

- Braun/Admin/Transition Door Improvement Project
 - \$531,340

7.4. FY27 Compensation Report PA 097-0609

This report lists employees who receive a compensation package that exceeds \$75,000 per year. This information is posted on website.

8. Report of the Assistant Director

8.1. SWCCCASE Program Waiting Lists

As of September 9, 2026, there are no students on program waitlists.

9. Report of the Executive Director
 - 9.1. Cooperative Highlights
 - 9.2. Bullying Policy

Per 105 ILCS 5/22-110, every two years, each school district, charter school, and non-public, non-sectarian elementary or secondary school is required to review and reevaluate their bullying policy to ensure it has the required content and components. That policy must then be filed with ISBE.
 - 9.3. Absenteeism and Truancy Policy

Public Act 102-0157, effective July 1, 2022, requires every school district, charter school, alternative school, and any other school receiving public funds to develop an absenteeism and truancy policy that is communicated to students and their families on an annual basis. In addition, these policies must be updated and submitted to the Illinois State Board of Education every two years.
10. Action Items
 - 10.1. Request for approval to add one full-time custodial position

The Cooperative currently has a B&G Coordinator, 9 full-time custodians, and a part-time custodian maintaining three school buildings, an administration building, and makes deliveries to 25 satellite classrooms. It has become apparent that we need an additional custodian to maintain cleanliness, safety and readiness for daily operations.
 - 10.2. FY27 Compensation Report PA 096-0434

This report lists itemized compensation for all administrative employees that hold an administrative certificate and work in that capacity. This report will be posted on the website.
 - 10.3. FY27 Compensation Report PA 097-0256

This report lists the base salary and benefits of all administrators and teachers employed by the Cooperative.
 - 10.4. Approval of 2026-27 Tuition and Service Rates

The 2026-27 tuition and service rates are attached. Non-member districts are being assessed a 20% premium over the rates for member districts. The projected non-member district revenue has been used in the calculation to lower the member tuition and service rates.
 - 10.5. 2026-2027 Revised Cooperative Calendar
 - 10.6. Accelerate Retirement Date

On May 20, 2026, the Board of Directors accepted the intent to retire of Mary Hampton, effective June 1, 2028. Ms. Hampton wishes to accelerate her retirement date to June 2027 and requests to continue in the retirement program as outlined in the current Collective Bargaining Agreement for this school year.
11. Approval of Consent Agenda
12. Board Reports
13. Adjournment

Our next Board of Directors Meeting will be held on Thursday, October 15, 2026.



SWCCCASE
Board of Directors Meeting
September 17, 2026

ACTION	Agenda Item 3.4
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TOPIC:	EMPLOYMENT OF EDUCATIONAL SUPPORT PERSONNEL	Submitted by: Dr. Lisa Byczek
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Background Information: Listed below are the Educational Support Personnel whose employment is recommended for Board approval.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Start Date</u>	<u>Step/Column or Days</u>	<u>Annual Salary</u>
Garcia, Amanda	Paraeducator	DHH	9/30/2026	1/+60	\$29,593.00
Marcos, Ariana	Paraeducator	MGW	8/31/2026	1/License	\$28,374.00
Washington, Lyndsey	Paraeducator	DESTINY	8/17/2026	1/BA	\$32,215.00
Young, Bruce	Paraeducator	Transition	9/10/2026	2/+90	\$31,373.00

Recommended Motion: I move that the Board of Directors of the Southwest Cook County Cooperative Association for Special Education, upon the recommendation of the Executive Director, does hereby approve the employment as requested above.



SWCCCASE
Board of Directors Meeting
September 17, 2026

ACTION	Agenda Item 3.5
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TOPIC:	RESIGNATION OF PROFESSIONAL PERSONNEL	Submitted by: Dr. Lisa Byczek
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**Background
Information:**

Listed below are the professional personnel resignations presented for acceptance by the Board of Directors.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Effective Date</u>
Reade, Stephen Barry	Teacher	MGW	2/12/2027

**Recommended
Motion:**

I move that the Board of Directors of the Southwest Cook County Cooperative Association for Special Education, upon the recommendation of the Executive Director, does hereby approve the resignations as requested above.



SWCCCASE
Board of Directors Meeting
September 17, 2026

ACTION	Agenda Item 3.6
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TOPIC:	RESIGNATION OF EDUCATIONAL SUPPORT PERSONNEL	Submitted by: Dr. Lisa Byczek
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**Background
Information:**

Listed below are the educational support personnel resignations presented for acceptance by the Board of Directors.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Effective Date</u>
Blue, Brooklyn	Paraeducator	DESTINY	9/11/2026
Davis, Monique	Paraeducator	Transition	9/3/2026
Hudak, Janet	Paraeducator	CD	11/30/2026
Northam, Tracy	OT	Itinerant	5/26/2027

**Recommended
Motion:**

I move that the Board of Directors of the Southwest Cook County Cooperative Association for Special Education, upon the recommendation of the Executive Director, does hereby approve the resignations as requested above.



SWCCCASE
Board of Directors Meeting
September 17, 2026

ACTION	Agenda Item 3.7
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TOPIC:	REQUEST FOR LEAVE OF ABSENCE	Submitted by: Dr. Lisa Byczek
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**Background
Information:**

Listed below is information regarding leaves of absence requested by staff members.

<u>Name</u>	<u>Position</u>	<u>Program</u>	<u>Type of Leave</u>	<u>Effective Dates</u>
Boyd, Priscilla	Social Worker	Itinerant	Intermittent FMLA	8/5/2026-5/28/2027
Craig, Rita	Paraeducator	Transition	FMLA	9/16-11/11/2026
Horan, Sherry	Paraeducator	Transition	Intermittent FMLA	8/5/2026-5/28/2027
Hull, Sarah	Teacher	Transition	FMLA	8/31-9/4/2026
Mitchell, Elizabeth	Teacher	Transition	Intermittent FMLA	9/3/2026-5/28/2027
Schuit, Katelyn	Speech Language	Transition	FMLA	9/17-10/29/2026
Wieder, Amanda	Paraeducator	MGW	FMLA	9/9-21/2026

**Recommended
Motion:**

I move that the Board of Directors of the Southwest Cook County Cooperative Association for Special Education, upon the recommendation of the Executive Director, does hereby approve the leaves as requested above.

SECTION 2 - BOARD OF DIRECTORS

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

During each regular and special open meeting of the Board or Board Committee, any person may comment to or ask questions of the Board (*public participation*), subject to the reasonable constraints established and recorded in this policy's guidelines below.^{C1} The Board listens to comments or questions during public participation; responses to comments to or questions of the Board are most often managed through policy 3:30, *Chain of Command*.

To preserve sufficient time for the Board to conduct its business, any person appearing before the Board is expected to follow these guidelines:

1. Persons who wish to be heard by the Board of Directors should submit a request, in writing, to the Chairman or the Executive Director no later than five (5) days prior to the Board meeting. The request should include the purpose for addressing the Board of Directors in order to give the administration an opportunity to gather any pertinent information which would assist the Board in responding to the requestor.
2. An outline of the subject matter to be presented must be submitted with the request.
3. Persons in compliance with item 1 should sign in with the Board Secretary at the time of the Board meeting.
4. Address the Board only at the appropriate time as indicated on the agenda and when recognized by the Board Chairman. This includes following the directives of the Board Chairman to maintain order and decorum for all.
5. Identify oneself and be brief. Ordinarily, the time for any one person to address the Board during public participation shall be limited to three^{C2} minutes. In unusual extenuating circumstances, e.g., to accommodate a person's disability or language interpreter, and when an individual has made a request to speak for a longer period of time, the Board Chairman may allow a person to speak for more than three minutes. If multiple individuals wish to address the Board on the same subject, the group is encouraged to appoint a spokesperson.
6. Observe, when necessary and appropriate, the Board Chairman's authority to:
 - a. Shorten the time for each person to address the Board during public participation to conserve time and give the maximum number of people an

- opportunity to speak; and/or
- b. Determine procedural matters regarding public participation not otherwise covered in Board policy.

- 7. Conduct oneself with respect and civility toward others and otherwise abide by Board policy 8:30, *Visitors to and Conduct on School Property*.

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

LEGAL REF.:

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

5 ILCS 120/2.06, Open Meetings Act.

I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009).

CROSS REF.: 2:220 (Board Meeting Procedure), 8:10 (Connection with the Community), 8:30 (Visitors to and Conduct on Cooperative Property)

ADOPTED: August 17, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

- C2. A three-minute time limit is suggested, based on the practice of many boards. Time limits for any one person to address the Board during public participation may be adjusted up, but consult the board attorney before setting time limits below three minutes. Based upon I.A. Rana Enterprises, Inc. v. City of Aurora, 630 F.Supp.2d 912 (N.D.Ill. 2009), many attorneys agree that speaker time limits should be a minimum of three minutes per person, but some public bodies have successfully implemented two minutes per person. **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 3 - GENERAL COOPERATIVE ADMINISTRATION

3:40 Executive Director

Duties and Authority^{C1}

The Executive Director is the Cooperative's executive officer and is responsible for the administration and management of the Cooperative programs and services in accordance with Board policies and directives, and State and federal law, including the special reporting responsibilities in policy 5:90, *Abused and Neglected Child Reporting*. The Executive Director is authorized to develop administrative procedures to implement Board policy.

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

Qualifications and Appointment

The Executive Director must be of good character and of unquestionable morals and integrity. The Executive Director shall have the experience and the skills necessary to work effectively with the Boards, Cooperative employees, students, and the community. The Executive Director shall hold proper state licensure/approval.

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

Evaluation

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

Compensation and Benefits

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

LEGAL REF.:

105 ILCS 5/10-16.7, 5/10-20.47, 5/10-21.4, 5/10-21.9, 5/10-23.8, 5/21B-20, 5/21B-25, 5/24-11, and 5/24A-3.

5 ILCS 120/7.3, Open Meetings Act.

23 Ill.Admin.Code §§1.310, 1.705, and 25.355.

CROSS REF: 2:20 (Powers and Duties of the Boards), 2:240 (Board Policy Development), 3:10 (Goals and Objectives), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
- Update the policy language due to changes in local conditions
- Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL COOPERATIVE ADMINISTRATION

3:50 Administrative Personnel Other Than the Executive Director

Duties and Authority^{C1}

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

Qualifications

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

Evaluation

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

Administrators shall annually present evidence to the Executive Director of professional growth through attendance at educational conferences, additional schooling, in-service training and through participation in the general development and improvement of the Cooperative program.

Administrative Work Year

The administrators' work year shall be the same as the Cooperative's fiscal year, July 1 through June 30, as stated in the employment agreement. Each individual administrative contract shall govern the contractual days. All administrators shall be available for work when their services are necessary. In addition to legal holidays, administrators shall have vacation periods as approved by the Executive Director.

Compensation and Benefits

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

The Board will consider the Executive Director's recommendations regarding compensation for individual administrators. The Executive Director's recommendations should be presented to the Board no later than the March Board meeting.

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

LEGAL REF:

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

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

CROSS REF: 3:60 (Administrative Responsibility of the Building Principal/Program Supervisor), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:30 (Hiring Process and Criteria), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL COOPERATIVE ADMINISTRATION

3:60 Administrative Responsibility of the Building Principal/Program Supervisor

Duties and Authority^{C1}

The Board of Directors, upon the recommendation of the Executive Director, employs Building Principals and Program Supervisors as the chief administrators and instructional leaders of their assigned Cooperative schools. The primary responsibility of a Building Principal is the improvement of instruction. Each Building Principal shall perform all duties as described in the School Code as well as such other duties as specified in his or her employment agreement or as agreed upon by the Building Principal/Program Supervisor, and Executive Director.

/Program Supervisor

/Program Supervisor

Each Building Principal/Program Supervisor shall complete State law requirements to be a prequalified evaluator before conducting an evaluation of a teacher.

Evaluation Plan

The Executive Director or designee shall implement an evaluation plan for Principals/Program Supervisors that complies with Section 24A-15 of the School Code and relevant Illinois State Board of Education rules. Using that plan, the Executive Director or designee shall evaluate each Building Principal/Program Supervisor. The Executive Director or designee may conduct additional evaluations.

Qualifications and Other Terms and Conditions of Employment

Qualifications and other terms and conditions of employment are found in Board policy 3:50, *Administrative Personnel Other Than the Executive Director*.

LEGAL REF.:

105 ILCS 5/2-3.53a, 5/10-20.14, 5/10-21.4a, 5/10-23.8a, 5/10-23.8b, and 5/24A-15.

10 ILCS 5/4-6.2, Election Code.

105 ILCS 127/, School Reporting of Drug Violations Act.

23 III.Admin.Code Parts 35 and 50, Subpart D.

CROSS REF.: 3:50 (Administrative Personnel Other Than the Executive Director), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 4:175 (Convicted Child Sex Offender; Screening; Notifications), 5:90 (Abused and Neglected Child Reporting), 5:120 (Employee Ethics; Code of Professional Conduct; and Conflict of Interest), 5:150 (Personnel Records), 5:210 (Resignations), 5:250 (Leaves of Absence), 5:290 (Employment Termination and Suspensions)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 3 - GENERAL COOPERATIVE ADMINISTRATION

3:70 Succession of Authority

If the Executive Director or other administrator is temporarily absent, the succession of authority and responsibility of the respective office shall follow a succession plan, developed by the Executive Director and submitted to the Board of Directors.^{C1}

If the Executive Director or other administrator is absent for an extended length of time, the Chairman of the Board of Directors will call a Board meeting for the Board of Directors to appoint, if necessary, an interim administrator.

ADOPTED: August 17, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

4:120 Food Services

Good nutrition shall be promoted in the Cooperative's meal programs and in other food and beverages that are sold to students during the school day. The Director shall manage a food service program that complies with this policy and is in alignment with School Board policy

6:50, *School Wellness*.^{C1}

Food or beverage items sold to students as part of a reimbursable meal under federal law must follow the nutrition standards specified in the U.S. Dept. of Agriculture rules that implement the National School Lunch and Child Nutrition Acts. Schools being reimbursed for meals under these laws are *participating schools*.

The food service program in participating schools shall comply with the nutrition standards specified in the U.S. Dept. of Agriculture's *Smart Snacks rules* when it offers competitive foods to students on the school campus during the school day. *Competitive foods* are all food and beverages that are offered by any person, organization or entity for sale to students on the school campus during the school day that are not reimbursed under programs authorized by federal law. The food service programs in participating schools shall also comply with any applicable mandates in the Illinois State Board of Education's School Food Service rules implementing these federal laws and the Ill. School Breakfast and Lunch Program Act.

All revenue from the sale of any food or beverages sold in competition with the School Breakfast Program or National School Lunch Program to students in food service areas during the meal period shall accrue to the nonprofit school lunch program account.

LEGAL REF.:

Russell B. National School Lunch Act, 42 U.S.C. §1751 et seq.

Child Nutrition Act of 1966, 42 U.S.C. §1771 et seq.

7 C.F.R. Parts 210 (National School Lunch Program) and 220 (School Breakfast Program).

105 ILCS 125/, School Breakfast and Lunch Program Act.

23 Ill.Admin.Code Part 305, School Food Service.

CROSS REF.: 4:130 (Free and Reduced-Price Food Services), 6:50 (School Wellness)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
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Issue 122, June 2026

Document Status: Review and Monitoring

SECTION 4 - OPERATIONAL SERVICES

4:175 Convicted Child Sex Offender; Screening; Notifications

Persons Prohibited on School Property without Prior Permission^{C1}

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

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

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

Screening

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

Notification to Parents/Guardians

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

LEGAL REF.:

20 U.S.C. §7926, Elementary and Secondary Education Act.

20 ILCS 2635/, Uniform Conviction Information Act.

720 ILCS 5/11-9.3, Criminal Code of 2012.

730 ILCS 152/, Sex Offender Community Notification Law.

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

CROSS REF.: 2:110 (Officers of Board of Directors), 3:40 (Executive Director), 3:50 (Administrative Personnel Other Than the Executive Director), 3:60 (Administrative Responsibility of the Building Principal/Program Supervisor), 4:165 (Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors), 5:30 (Hiring Process and Criteria), 5:260 (Student Teachers), 6:250 (Community Resource Persons and Volunteers), 8:30 (Visitors to and Conduct on School Property)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:

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Issue 122, June 2026

5:40 Communicable and Chronic Infectious Disease

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

An employee with a communicable or chronic infectious disease is encouraged to self-report ^{C1} to inform the Executive Director immediately.

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

LEGAL REF.:

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

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

105 ILCS 5/24-5.

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

820 ILCS 40/, Personnel Record Review Act.

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

CROSS REF.: 2:150 (Committees), 4:180 (Pandemic Preparedness and Health/Safety Protocols), 5:30 (Hiring Process and Criteria), 5:180 (Temporary Illness or Temporary Incapacity)

ADOPTED: May 15, 2024

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

Document Status: Draft Update

General Personnel

5:70 Religious Holidays

Please refer to the applicable collective bargaining agreement(s).

For those employees not covered by this Agreement, the current terms of the Collective Bargaining Agreement shall apply.

LEGAL REF.:

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

775 ILCS 35/155^{C1}, Religious Freedom Restoration Act.

ADOPTED: August 17, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

- C1. Updated in response to a five-year review. School employers may require employees to provide notice of their intention to be absent, but may not require more than five days' notice before being absent for a religious holiday. 775 ILCS 5/2-102(E). A board that wishes to require fewer days' notice may modify the number of days.
Issue 122, June 2026

Document Status: Review and Monitoring

General Personnel

5:185 Family and Medical Leave

Leave Description ^{C1}

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 year, beginning July 1 and ending June 30 of the next year.

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 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. Taking FMLA does not negatively impact an employee's tenure status.

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

1. The birth and first-year care of a son or daughter.
2. 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.

3. The serious health condition of an employee's spouse, child, or parent.
4. The employee's own serious health condition that makes the employee unable to perform the functions of his or her job.
5. The existence of a qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a military member on covered active duty or has been notified of an impending call or order to active duty, as provided in federal rules.
6. 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, both of the following provisions must describe the employee:

1. The employee is employed at a worksite where at least 50 employees are employed within 75 miles; and
2. The employee has been employed by the Cooperative District 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 District need not be consecutive. However, the Cooperative District 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 District's intention to rehire the employee.

Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the Executive 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 Executive 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 ~~Executive Director~~ ~~Superintendent~~ or designee makes a request for certification for a FMLA leave, an employee must provide one of the following:

1. 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.
2. 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.
3. 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.
4. 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 Executive 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 Executive 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 Executive Director or designee shall ensure that: (1) all required notices and responses to leave requests are provided to employees in accordance with the FMLA; and (2) this policy is implemented in accordance with the FMLA. In the event of a conflict between the policy and the FMLA or its regulations, the latter shall control. The terms used in this policy shall be defined as in the FMLA regulations.

Please also refer to the applicable collective bargaining agreement(s).

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)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

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Issue 122, June 2026

Document Status: Draft Update

Professional Personnel

5:240 Suspension

Suspension Without Pay

The Board of Directors may suspend a professional employee^{C1} without pay: (1) a professional employee pending a dismissal hearing, or (2) a teacher as a disciplinary measure for up to 30 employment days for misconduct that is detrimental to the Cooperative. A professional employee means a non-administrator employee who holds a professional educator license. Administrative staff members may not be suspended without pay as a disciplinary measure.

Misconduct that is detrimental to the Cooperative includes:

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

The Executive Director or designee is authorized to issue a pre-suspension notification to a professional employee. This notification shall include the length and reason for the suspension as well as the deadline for the employee to exercise his or her right to appeal the suspension to the Board or Board-appointed hearing examiner before it is imposed. At the request of the professional employee made within 5 calendar days of receipt of a pre-suspension notification, the Board or Board-appointed hearing examiner will conduct a pre-suspension hearing. The Board or its designee shall notify the professional employee of the date and time of the hearing. At the pre-suspension hearing, the professional employee or his/her representative may present evidence. If the employee does not appeal the pre-suspension notification, the Executive Director or designee shall report the action to the Board at its next regularly scheduled meeting.

Suspension With Pay

The Board of Directors or Executive Director or designee may suspend a professional employee with pay: (1) during an investigation into allegations of disobedience or misconduct whenever the employee's continued presence in his or her position would not be in the Cooperative's best interests, (2) as a disciplinary measure for up to 10 employment days for misconduct that is detrimental to the Cooperative as defined above, or (3) pending a Board hearing to suspend a professional employee teacher without pay.

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

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

Upon receipt of a DCFS recommendation that the Cooperative remove an employee from his or her position when he or she is the subject of a pending DCFS investigation that relates to his or her employment with the Cooperative, ^{C2} the Board or Executive Director or designee, in consultation with the Board Attorney, will determine whether to:

1. Let the employee remain in his or her position pending the outcome of the investigation; or
2. Remove the employee as recommended by DCFS, proceeding with:
 - a. A suspension with pay; or
 - b. A suspension without pay

Repayment of Compensation and Benefits

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

LEGAL REF.:

105 ILCS 5/24-12.

5 ILCS 430/5-60(b), State Officials and Employee Ethics Act.

325 ILCS 5/7.4(c-10), Abused and Neglected Child Reporting Act.

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

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

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

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

ADOPTED: August 17, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

C1. Updated in response to a five-year review. **Issue 122, June 2026**

C2. Updated in response to a five-year review. **Issue 122, June 2026**

SECTION 6 - INSTRUCTION

6:190 Extracurricular and Co-Curricular Activities

The Executive Director must approve an activity in order for it to be considered a Cooperative-sponsored extracurricular or co-curricular activity, using the following criteria:

1. The activity will contribute to the leadership abilities, social well-being, self-realization, good citizenship, or general growth of student-participants.
2. Fees assessed for students are reasonable and do not exceed the actual cost of operation.
3. The Cooperative has sufficient financial resources for the activity.
4. Requests from students.
5. The activity will be supervised by a school-approved sponsor.

Non-school sponsored curriculum related^{C1} student groups or clubs that are not school sponsored are governed by School Board policy, 7:330, *Student Use of Buildings - Equal Access*.

LEGAL REF.:

105 ILCS 5/10-20.30 and 5/24-24.

CROSS REF.: 4:170 (Safety), 7:300 (Extracurricular Athletics), 8:20 (Community Use of School Facilities)

ADOPTED: August 16, 2023

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

- C1. Updated to align with the changes made to policy 7:330, *Student Use of Buildings - Equal Access*. **Issue 122, June 2026**

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:80 Release Time for Religious Instruction/Observance

A student shall be released from school, as an excused absence, because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day. The student's parent/guardian must give written notice to the Building Principal at least 5 calendar days before the student's anticipated absence(s).^{C1}

The Executive Director or designee shall develop and distribute to teachers appropriate procedures regarding student absences for religious reasons, including how teachers are notified of a student's impending absence, and the State law requirement that teachers provide the student with an equivalent opportunity to make up any examination, study, or work requirement.

LEGAL REF.:

105 ILCS 5/26-1 and 5/26-2b.

775 ILCS 35/, Religious Freedom Restoration Act.

CROSS REF.: 7:70 (Attendance and Truancy)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

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Issue 122, June 2026

SECTION 7 - STUDENTS

7:130 Student Rights and Responsibilities

All students are entitled to enjoy the rights protected by the U.S. and Illinois Constitutions and laws for persons of their age and maturity in a school setting. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others or violate Cooperative policies or rules will be subject to disciplinary measures.

Students may, during the school day, during noninstructional time, voluntarily engage in individually or collectively initiated, non-disruptive prayer or religious-based meetings that, consistent with the Free Exercise and Establishment Clauses of the U.S. and Illinois Constitutions, are not sponsored, promoted, or endorsed in any manner by the school or any school employee. *Noninstructional time* means time set aside by a school before actual classroom instruction begins or after actual classroom instruction ends.

LEGAL REF.:

20 U.S.C. §4071 et seq., Equal Access Act. ^{C1}

20 U.S.C. §7904, Every Student Succeeds Act.

Kennedy v. Bremerton Sch. Dist., 597 U.S. 507 (2022). ^{C2}

Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503 (1969).

105 ILCS 20/5, Silent Reflection and Student Prayer Act.

CROSS REF.: 7:140 (Search and Seizure), 7:150 (Agency and Law Enforcement Requests), 7:160 (Student Appearance), 7:190 (Student Behavior)

ADOPTED: September 17, 2025

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

- C1. The Equal Access Act (EAA) requires a secondary school that receives federal funding and allows a *limited open forum* to grant fair opportunity or equal access to students who wish to conduct a meeting within that limited open forum without regard to the religious, political, philosophical, or other content of the speech at such a meeting. A secondary school has a *limited open forum* whenever it “grants an offering to or opportunity for one or more noncurriculum-related student groups to meet on school premises during noninstructional time.” 20 U.S.C. §4071(a). **Issue 122, June 2026**
- C2. Kennedy v. Bremerton Sch. Dist., 597 U.S. 507, 527 (2022) (quoting Tinker at 506, “the First Amendment’s protections extend to both ‘teachers and students,’” found that students were not restricted from voluntarily joining in prayer with a high school football coach on the field after a game). **Issue 122, June 2026**

SECTION 7 - STUDENTS

7:270 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 Executive Director or designee 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 Executive 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

Pursuant to 105 ILCS 5/22-30(f), the Executive Director or designee may 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 their 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 Executive 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 while in school, while at school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school operated property or while being transported on a school bus. 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.

The Executive Director or designee will develop and implement procedures for all notifications and procedures required by state law upon administration of an undesignated epinephrine injector. No one, including and without limitation parents/guardians of students, should rely on the Cooperative for the availability of an epinephrine injector. This policy does not guarantee the availability of an epinephrine

injector; students and their parents/guardians should consult their own physician regarding epinephrine injectors.

Cooperative Supply of Undesignated Opioid Antagonists

The Executive 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.

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:
 - 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 Executive 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 Executive 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 Executive Director or designee is, for whatever reason, unable to: (1) obtain for the Cooperative a prescription for opioid antagonists from a health care professional who has been delegated prescriptive authority for opioid antagonists in accordance with Section 5-23 of the Substance Use Disorder Act, or (2) fill the District's prescription for undesignated school opioid antagonists.

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 Executive 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.: 6:240 (Field Trips and Recreational Trips), 7:285 (Anaphylaxis Prevention, Response, and Management Program)

ADOPTED: June 18, 2025

Southwest Cook County Cooperative Assoc.

Document Status: Review and Monitoring

SECTION 7 - STUDENTS

7:345 Use of Educational Technologies; Student Data Privacy and Security

Educational technologies used in the Cooperative shall further the objectives of the Cooperative's educational program, as set forth in Board policy 6:10, *Educational Philosophy and Objectives*, align with the curriculum criteria in policy 6:40, *Curriculum Development*, and/or support efficient Cooperative operations. The Executive Director shall ensure that the use of educational technologies in the Cooperative meets the above criteria.^{C1}

The Cooperative and/or vendors under its control may need to collect and maintain data that personally identifies students in order to use certain educational technologies for the benefit of student learning or Cooperative operations.

Federal and State law govern the protection of student data, including school student records and/or *covered information*. The sale, rental, lease, or trading of any school student records or covered information by the Cooperative is prohibited. Protecting such information is important for legal compliance, Cooperative operations, and maintaining the trust of Cooperative stakeholders, including parents, students and staff.

Definitions

Covered information means personally identifiable information (PII) or information linked to PII in any media or format that is not publicly available and is any of the following: (1) created by or provided to an operator by a student or the student's parent/guardian in the course of the student's or parent/guardian's use of the operator's site, service or application; (2) created by or provided to an operator by an employee or agent of the Cooperative; or (3) gathered by an operator through the operation of its site, service, or application.

Operators are entities (such as educational technology vendors) that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes.

Breach means the unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of covered information maintained by an operator or the Cooperative.

Operator Contracts

The Executive Director or designee designates which Cooperative employees are authorized to enter into written agreements with operators for those contracts that do not require separate Board approval. Contracts between the Board and operators shall be entered into in accordance with State law and Board policy 4:60, *Purchases and Contracts*, and shall include any specific provisions required by State law.

Security Standards

The Executive Director or designee shall ensure the Cooperative implements and maintains reasonable security procedures and practices that otherwise meet or exceed industry standards designed to protect covered information from unauthorized access, destruction, use, modification, or disclosure. In the event the Cooperative receives notice from an operator of a breach or has determined a breach has occurred, the Executive Director or designee shall also ensure that the Cooperative provides any breach notifications required by State law.

LEGAL REF.:

20 U.S.C. §1232g, Family and Educational Rights and Privacy Act; 34 C.F.R. Part 99.

105 ILCS 10/, Ill. School Student Records Act.

105 ILCS 85/, Student Online Personal Protection Act.

23 Ill. Admin. Code Part 380.

CROSS REF.: 4:15 (Identity Protection), 4:60 (Purchases and Contracts), 6:235 (Access to Electronic Networks), 7:340 (Student Records)

ADOPTED: February 9, 2022

Southwest Cook County Cooperative Assoc.

PRESSPlus Comments

- C1. This policy is suggested to be reviewed by the Board. According to policy 2:240, *Board Policy Development*, "[t]he Board will periodically review its policies for relevancy, monitor its policies for effectiveness, and consider whether any modifications are required." IASB suggests that each policy in the Board's policy manual be reviewed at a minimum of every five years. As part of the review, the Board may choose to:
- Compare the adopted version to the current PRESS sample (available at PRESS Online by logging in at www.iasb.com), discussing any differences and/or options noted in the footnotes to determine whether local changes are necessary
 - Update the policy language due to changes in local conditions
 - Make no changes, but update the adoption date to reflect that the policy has been reviewed and re-adopted

Issue 122, June 2026



SWCCCASE
Board of Directors Meeting
September 17, 2026

Cooperative Highlights

Cooperative Highlights - September 2026 Edition

Cooperative Wide

- **PBIS Success:** All 6 of our cooperative programs were recently recognized by the Midwest PBIS Network for excellence in supporting our students' life goals.
- Since implementing PBIS (Positive Behavior Interventions and Support) in 2015, we've strengthened instruction, data-driven support, and family relationships across every program. Thanks to this hard work, each program earned two new badges this year:
 - Storytelling Badge: For sharing data-backed student success stories.
 - Action Planning Badge: For setting and achieving impactful goals.



The PBIS Coach's team displaying their recent awards from the Midwest PBIS Network.

Braun Program

- **Bus Booster PBIS Campaign:** During the week of September 14th, all students, staff, bus drivers, and aides will review safe bus riding procedures. Safe riders will earn raffle tickets for a chance to play "Braun Plinko" on September 18th to win prizes!
- **MAP Testing Window:** Fall MAP testing runs September 8th–18th. This cycle includes incentives for students to avoid rapid guessing.
- **Hispanic Heritage Month (Sept 15 – Oct 15):** The Cultural Diversity Committee is hosting interactive bulletin boards, art, literacy activities, and food samplings.
- **"Become a Bookworm!" PBIS Kickoff:** On September 23rd, staff and students will kick off the year with teambuilding, games, and social skills lessons centered on a literacy theme.

Communication Development (CD)

- **All Sites Open:** CD has officially opened all six sites for the new school year!
- **TeachTown Training (Part 2):** Elementary teams will participate in their second training session, focusing on assessment and benchmarking tools.
- **Mentorship PLCs:** New staff members are meeting with their assigned mentors/buddies for Professional Learning Community (PLC) check-ins to clarify responsibilities and expectations.
- **Community PBIS Kickoff:** CD is gearing up for a program-wide outing to Konow's Pumpkin Patch alongside Andrew High School peer tutors.



First Mentor Meeting: New Cooperative Staff met with their mentor for the first time from 4:00-6:30 on September 2..

DESTINY Program

- **Site Kickoffs:** All three DESTINY sites are now open and holding PBIS kickoffs featuring instructional materials created by Lead Teacher Liz Wegner and the Universal Team.
- **Staff Support & Quality Assurance:** Staff completed a professional check-in survey to evaluate capacity and support needs. Teams are also using the Autism and Low Incidence Classroom Observation Tool (ALCOT) to showcase current best practices and set targeted growth goals.

Deaf / Hard of Hearing (DHH)

- **Deaf Awareness Month:** DHH is celebrating throughout September by sharing educational hearing loss information across school announcements.
- **Extracurricular Participation:** DHH students are jumping into campus life—joining cross country, soccer, dance, chess, and JrIAD at the high school level, with elementary club enrollments kicking off early in the month.
- **i-Ready Benchmarking:** Elementary self-contained classrooms are now taking i-Ready assessments to provide valuable data when determining readiness for mainstream environments.
- **Team Collaboration:** Both Universal and Advanced Tiers teams held their initial meetings of the year alongside several student-centered support team meetings.

Morton Gingerwood (MGW)

- **Smooth Transitions & Music Therapy:** Staff and students hit the ground running with strong routines and a focus on *Pillar 1: Prioritizing Regulation*. MGW also welcomed a new music therapist!
- **Interdisciplinary PLCs:** Certified teams (Teachers, SLPs, BCBAs, Social Workers, and OTs) began monthly PLCs to map out evidence-based strategies supporting *Pillar 2 (The Right to Communication)* and *Pillar 3 (Building Life Skills)*.
- **Gingerwood "Jam Times":** Staff are gathering weekly for brief PBIS/SLP mini-trainings, operational updates, and student success celebrations.

Transition Program

- **"Powering Up Potential" Kickoff:** Classrooms worked together to set shared agreements and establish routines, culminating in a program-wide student celebration on August 28th.

- **Family Engagement:** Transition hosted a successful Open House on September 3rd, welcoming over 120 students and family members across all three campuses. The Next Steps team has also launched its first two family information sessions.
- **Community-Based Instruction (CBI):** Students have engaged in real-world learning trips via Metra and Pace, visiting Palos Lanes, Navarro Farms, Ted's Greenhouse, New Horizon, Andy's Frozen Custard, Dunkin', and Schussler Park.
- **Vocational Launch:** Ahead of the September 14th vocational training launch across 70+ partner sites, job coaches and paraeducators participated in site orientations and specialized job-coaching training.



Our presentations will be held at:

Southwest Cooperative Transition Program
14535 John Humphrey Dr.
Orland Park, IL 60462

Please RSVP at nextstep@swcccase.org

The SWCCCASE NEXT STEPS training team invites you to their upcoming presentation:

Thursday September 17th 6:00pm-7:30pm: SWCCCASE Next Steps Presents: Transition 101

Are you asking yourself, what is my loved one going to do when they exit the school system? Not sure where to start? Can't figure out what all these acronyms mean? If you are struggling navigating through the transition planning process or adult services world the Southwest Cooperative's Next Steps team is here to help. We will introduce what is needed to help make the change from the school world to the adult services world and when to start doing it. We will talk you through your loved one's Transition plan and what it means for their future. We will answer what the heck all of those acronyms actually mean.

Plan on having a copy of your loved one's transition plan and all your questions to this presentation.

Tuesday October 20th 6:00-7:30 Sharon Butterfield from Park Lawn: Applying for Home Based or CILA services through PUNS

Our featured speaker is Transition Outreach Specialist Sharon Butterfield from Park Lawn's Building Bridges to the Future Program. Her main focus is to advocate for and assist in establishing eligibility for adult community services. She will get us rolling on how to get started with getting on the PUNS List, securing Home-Based Services, and other funding options.

REGISTRATION IS FREE

Register via Email: nextstep@swcccase.org

By Phone: 708-342-5341

Presenters require a minimum number of participants and can reserve the right to cancel due to low attendance



Next Steps: Upcoming family informational sessions to help plan for life after school services.