

# KENDALL COUNTY SPECIAL EDUCATION COOPERATIVE BOARD POLICY MANUAL INDEX

## -A-

<p>ADA (see Americans with Disabilities Act) ..... 8:70</p> <p>AED (Automated External Defibrillator)..... 4:170</p> <p style="padding-left: 20px;">Staff development program ..... 5:100</p> <p>AIDS..... 5:40, 7:100</p> <p>Absences, student ..... 7:70</p> <p>Abused and Neglected Child Reporting Act..... 2:20, 5:90</p> <p>Access to and copying of Cooperative's public records ..... 2:250</p> <p>Access to,</p> <p style="padding-left: 20px;">Classrooms and personnel ..... 6:120-AP1, 6:120-AP1,E1</p> <p style="padding-left: 20px;">Electronic networks..... 6:235</p> <p style="padding-left: 20px;">Personnel records ..... 5:150</p> <p>Accident prevention..... 4:170</p> <p>Accommodating individuals with disabilities ..... 8:70</p> <p>Accounting and audits ..... 4:80</p> <p>Activity funds..... 4:90</p> <p>Administering medicines to students ..... 7:270</p> <p>Administration,</p> <p style="padding-left: 20px;">Chain of command ..... 3:30</p> <p style="padding-left: 20px;">Director ..... 3:40</p> <p style="padding-left: 20px;">Other than the director ..... 3:50</p> <p>Admissions ..... 7:50</p> <p>Adolescent suicide awareness and prevention programs ..... 7:290</p> <p>Advertising in the schools ..... 8:25</p> <p>Age requirements for enrollment ..... 7:50</p> <p>Agency and police interviews ..... 7:150</p> <p>Agenda ..... 2:220</p> <p>Aides, teacher..... 5:280</p> <p>Americans with Disabilities Act (ADA),</p> <p style="padding-left: 20px;">Amendments Act (ADAAA)..... 2:260, 5:180</p> <p style="padding-left: 20px;">Accommodating individuals with disabilities ..... 8:70</p> <p style="padding-left: 20px;">Facilities..... 8:70</p> <p style="padding-left: 20px;">Illegal drugs users ..... 5:50</p> <p style="padding-left: 20px;">Job descriptions ..... 5:30</p> <p style="padding-left: 20px;">Medical records ..... 5:40</p> <p style="padding-left: 20px;">Nondiscrimination in employment..... 5:10, 5:20, 7:20</p> <p style="padding-left: 20px;">Physical exams ..... 5:30</p> <p style="padding-left: 20px;">Special education ..... 6:120</p> <p style="padding-left: 20px;">Temporary illness or temporary incapacity ..... 5:180</p> <p style="padding-left: 20px;">Uniform grievance procedure..... 2:260</p> <p>Animals,</p> <p style="padding-left: 20px;">Educational program, using ..... 6:100</p> <p style="padding-left: 20px;">Dissection of..... 6:100</p> <p>Appeals, uniform grievance procedure..... 2:260</p> <p>Applications,</p> <p style="padding-left: 20px;">Employment ..... 5:30</p> <p>Appointing complaint managers ..... 2:260</p> <p>Architectural services ..... 2:170</p> <p>Assessments ..... 4:12</p> <p>Assignments,</p> <p style="padding-left: 20px;">Personnel ..... 5:200</p> <p>Asthma medication ..... 7:270</p> <p>Athletic trainers..... 5:280</p> <p>Athletic Trainers Practice Act ..... 5:280</p> <p>Attendance, student..... 7:70</p> <p style="padding-left: 20px;">Compulsory ..... 7:50, 7:70</p> <p>Attorney..... 2:160, 2:240, 4:45</p> <p>Audits ..... 4:80</p> <p>Automobile, student..... 4:170</p>	<p>Beeper ..... 7:190</p> <p>Behavior intervention committee ..... 7:230</p> <p>Behavior code, student..... 7:190</p> <p>Bids ..... 4:60</p> <p>Biometric information ..... 7:340</p> <p>Blogs, student created ..... 7:310</p> <p>Bloodborne pathogens standards..... 4:160</p> <p>Board,</p> <p style="padding-left: 20px;">Communication, staff ..... 2:140</p> <p style="padding-left: 20px;">Discipline, student ..... 2:240, 7:190</p> <p style="padding-left: 20px;">Ethics and gift ban ..... 2:105</p> <p style="padding-left: 20px;">Meeting procedure..... 2:220</p> <p style="padding-left: 20px;">Officers..... 2:110</p> <p style="padding-left: 20px;">Policy..... 2:240, 2:240-E1, 2:240-E2</p> <p style="padding-left: 20px;">Powers and duties ..... 2:20</p> <p style="padding-left: 20px;">Secretary..... 2:110, 2:220, 2:220-E1, 2:220-E2, 2:220-E3, 2:220-E4, 2:220-E5, 2:220-E6, 4:10, 5:120, 5:210</p> <p style="padding-left: 20px;">Semi-annual review of closed meeting minutes ..... 2:220-E5</p> <p>Board meetings,</p> <p style="padding-left: 20px;">Abstentions ..... 2:220</p> <p style="padding-left: 20px;">Adjourned ..... 2:220</p> <p style="padding-left: 20px;">Adjourning to closed meeting ..... 2:220-E2</p> <p style="padding-left: 20px;">Agenda ..... 2:220, 2:220-E4</p> <p style="padding-left: 20px;">Audio or video, quorum ..... 2:220</p> <p style="padding-left: 20px;">Closed meeting ..... 2:200, 2:220, 2:220-E1, 2:220-E2, 2:220-E3, 2:220-E5, 2:220-E6</p> <p style="padding-left: 20px;">Emergency ..... 2:200</p> <p style="padding-left: 20px;">Closed meeting minutes ..... 2:220-E1, 2:220-E3, 2:220-E5, 2:220-E6</p> <p style="padding-left: 20px;">Log of closed meeting minutes ..... 2:220-E5, 2:220-E6</p> <p style="padding-left: 20px;">Mailing lists for receiving board material ..... 2:190</p> <p style="padding-left: 20px;">Minutes ..... 2:220, 2:220-E3</p> <p style="padding-left: 20px;">Motion to adjourn to closed meeting..... 2:220, 2:220-E2, 2:220-E3, 2:220-E4</p> <p style="padding-left: 20px;">Open meeting minutes ..... 2:220-E4</p> <p style="padding-left: 20px;">Open Meetings Act (OMA) ..... 2:10, 2:110, 2:140, 2:200, 2:220-E2, 2:220-E3, 2:220-E4</p> <p style="padding-left: 20px;">Posting on district's website ..... 2:220</p> <p style="padding-left: 20px;">Procedure ..... 2:220, 2:220-E4</p> <p style="padding-left: 20px;">Public participation..... 2:230</p> <p style="padding-left: 20px;">Quorum ..... 2:220</p> <p style="padding-left: 20px;">Reconvened ..... 2:220</p> <p style="padding-left: 20px;">Recording of closed meetings, verbatim ..... 2:220, 2:220-E1</p> <p style="padding-left: 20px;">Report following semi-annual review ..... 2:220-E5</p> <p style="padding-left: 20px;">Regular ..... 2:200</p> <p style="padding-left: 20px;">Rules of order ..... 2:220</p> <p style="padding-left: 20px;">Special ..... 2:200</p> <p style="padding-left: 20px;">Time and place..... 2:200</p> <p style="padding-left: 20px;">Types of meetings..... 2:200</p> <p style="padding-left: 20px;">Verbatim recording requirement..... 2:220, 2:220-E1</p> <p style="padding-left: 20px;">Voting..... 2:220</p> <p>Board member,</p> <p style="padding-left: 20px;">Child sex offender ..... 2:40</p> <p style="padding-left: 20px;">Confidentiality ..... 2:220</p> <p style="padding-left: 20px;">Conflict of interest ..... 2:100</p> <p style="padding-left: 20px;">Duties ..... 2:110</p> <p style="padding-left: 20px;">Email ..... 2:140</p> <p style="padding-left: 20px;">Ethics..... 2:105</p> <p style="padding-left: 20px;">Expenses ..... 2:105</p> <p style="padding-left: 20px;">Guidance for communications, including email ..... 2:140-E</p> <p style="padding-left: 20px;">Limitations on accepting gifts..... 5:120</p> <p style="padding-left: 20px;">Oath and conduct..... 2:110</p> <p style="padding-left: 20px;">Qualifications..... 2:40, 2:110</p> <p>Board policy development..... 2:240, 2:240-E2</p> <p>Board president, ..... 2:110</p>
---	--

## -B-

<p>Bargaining representative agent..... 8:30</p>	
--	--

**Please refer to cross-references in material listed.**



Instructional materials.....	6:210
Military status.....	5:10
Misconduct by students with disabilities.....	7:230
Sexual harassment, student.....	7:20, 7:180
Sexual/workplace harassment, personnel.....	5:20
Uniform grievance procedure.....	2:260
Display and distribution of	
Community flyers.....	8:25
Commercial publications.....	8:25
Non-school sponsored written material.....	7:310
Disposition of school property.....	4:80
“Do Not Resuscitate” orders.....	7:275
Dress code.....	7:160
Drug- and alcohol-free workplace.....	5:50

**-E-**

E-rate grants.....	6:235
Early dismissal, students.....	7:90
Economic interest statement.....	5:120
Education foundations, gifts from.....	8:80
Education, homeless children.....	7:60
Educational Support Personnel,	
Athletic trainers.....	5:280
Compensation.....	5:270
Duties and qualifications.....	5:280
Employment at-will.....	5:270
Evaluation.....	5:320
Non-certificated personnel.....	5:280
Nurses.....	5:30
Overtime.....	5:35
Reduction in force.....	5:270, 5:290
Schedules and employment year.....	5:300
Sick days, vacation, holidays, and leaves.....	5:330
Termination and suspensions.....	5:290
Electronic networks	
Access to.....	6:235, 6:235-AP
Authorization forms.....	6:235-E1, 6:235-E2
Safety.....	6:235
Electronic signaling devices.....	7:190
Email,.....	6:235
Guidance for board member communications.....	2:140-E
Responsibilities concerning internal information.....	5:130
Emergency,	
Board meeting.....	2:200
Drills.....	4:170
School closings.....	4:170
Employees, (see General Personnel)	
Professional Personnel or Educational Support Personnel	
Employment applications.....	5:30
Engineering services, procurement of.....	2:170
Ensuring Success in School Task Force.....	6:65
Environmental quality of buildings and grounds.....	4:160, 4:160-AP
Environmental Tobacco/Pro-Child Act.....	7:190, 8:30
EpiPen®.....	7:270
Equal educational opportunities.....	7:10
Equal employment opportunity and	
minority recruitment.....	5:10
Ethics,	
Board.....	2:105
Personnel.....	5:120
Evaluation of educational support personnel.....	5:320
Exclusion of students.....	7:100
Exemption from physical activity.....	7:260
Expenses,	
Personnel.....	5:60
Experiments upon or dissection of animals.....	6:100
Expulsion procedures.....	7:210
Extracurricular,.....	4:170
Eye examination.....	7:100

**-F-**

FLSA.....	5:35
FERPA.....	7:340
FMLA.....	5:185
FOIA.....	2:200, 2:110, 2:140-E, 2:250, 5:130, 5:130-AP
Facilities, rental and charges.....	8:20
Fair Labor Standards Act.....	5:35, 5:35-AP, 5:35-E
Family and Medical Leave Act.....	5:185, 5:250, 5:330
Family Education Rights and	
Privacy Act (FERPA).....	7:340
Fees,	
Field trips.....	6:240
Fire drills.....	4:170
Fiscal and business management.....	4:10
Flyers, distribution of.....	8:25
Food services	
“Foundational Principles of Effective Governance”.....	3:40
Freedom of Information Act (FOIA).....	2:200, 2:110, 2:140-E, 2:250, 5:130, 5:130-AP
Funds, transfer of.....	4:10

**-G-**

Gangs, gang-related activities.....	7:190
General Personnel,	
Abused and neglected child reporting.....	5:90
Communicable diseases.....	5:40
Copyright.....	5:170
Court duty.....	5:80
Credit information, release of.....	5:150
Drug- and alcohol-free workplace.....	5:50
Email retention.....	5:130
Equal employment opportunity.....	5:10
Ethics.....	5:120
Expenses.....	5:60
Fair Labor Standards Act,	
Compliance.....	5:35
Overtime.....	5:35
Gifts to staff members.....	5:120
Hiring process and criteria.....	5:30
Internal information, responsibilities.....	5:130
Minimum wage.....	5:35, 5:240, 5:290
Minority recruitment.....	5:10
Overtime.....	5:35
Records.....	5:150
Religious holidays.....	5:70
Solicitations.....	5:140
Staff development.....	5:100
Temporary illness or incapacity.....	5:180
Transportation.....	4:110
Workplace harassment.....	5:20
Genetic Information Nondiscrimination Act (GINA).....	2:260, 5:10
Genetic Information Protection Act (GIPA).....	2:260, 5:10
Gifts,	
Educational foundations.....	8:80
Limitations on accepting.....	2:105
Cooperative.....	8:80
State Officials and Employees Ethics Act.....	2:105, 5:120
Goals 2000: Educate America	
Conduct on school property.....	8:30
Environmental Tobacco/Pro-Child Act.....	7:190, 8:30
Gun Free Schools Act.....	7:190
Instructional materials.....	6:210
Smoking.....	7:190, 8:30
Student discipline.....	7:190
Tobacco-free schools.....	7:190, 8:30
Goals and objectives,	
Good Friday.....	5:200, 5:330

**Please refer to cross-references in material listed.**

Good Samaritan Act .....	5:100
Governance,	
Power and duties of the governing board .....	2:20
Governmental Ethics Act .....	2:110, 5:120
Grading and promotion .....	6:280
Graduation,	
Diplomas for veterans .....	6:300
Guidance .....	7:250
High school .....	6:300
PSAE .....	6:300
Requirements .....	6:300
Grievance procedure .....	2:260
Guaranteed energy savings .....	4:60
Guidance and counseling program .....	7:250
Gun Free Schools Act .....	7:190

**-H-**

HIV-positive .....	5:40, 7:100
Harassment,	
Personnel .....	5:20
Student .....	7:20, 7:180
Uniform grievance procedure .....	2:260
Hazardous materials .....	4:160
Hazing .....	7:190
Health exams and exclusion of students .....	7:100
Health/Life Safety Code for Public Schools, .....	4:170
<i>Highly qualified</i> (see Professional Personnel)	
Hiring process and criteria .....	5:30
Holidays .....	5:200, 5:330
Religious .....	5:70, 7:80
Homeless children	
Equal education opportunities .....	7:10
Health examination .....	7:100
School admission and transportation ...	4:110, 7:50, 7:60, 7:100

**-I-**

IDEA .....	7:230
ISAT testing .....	6:280, 6:340
Illinois Goal Assessment Program .....	6:340
Illinois Human Rights Act .....	5:10, 7:10, 7:20
Illinois Minimum Wage Law .....	5:35, 5:240, 5:290
Illinois School Student Records Act .....	7:70, 7:340
Illinois Whistleblower Act .....	2:260, 5:10
Immigration investigation .....	5:30
Immunizations .....	7:100
Imprest funds .....	4:90
Improving America's Schools Act .....	7:190
Incurring debt .....	4:40
Individuals with Disabilities Education Act,	
Misconduct by students with disabilities .....	7:230
School admissions .....	7:50
Special education .....	6:120
Infectious disease .....	5:40
Infectious materials .....	4:160
Influenza, pandemic .....	4:180
Inoculations .....	7:100
Instructional materials .....	6:210
Instructional materials selection and adoption .....	6:210
Insufficient fund checks .....	4:45
Insurance,	
Health .....	4:100
Liability .....	4:100
Management .....	4:100
Property .....	4:100
Student .....	4:170
Workers' compensation .....	4:100
Interfund transfers .....	4:10
Internet, (see Electronic Networks)	

Internet, safety .....	6:235
Interviews,	
Employee .....	5:30
Student .....	7:150
Instructional materials selection and adoption .....	6:210
Inventories .....	4:80
Investigations .....	5:30
Investments .....	4:30

**-J-**

Job descriptions .....	5:30
Jury duty .....	5:80

**-K-**

**-L-**

Land surveying services .....	2:170
Lead screening .....	7:100
Leaves of absence .....	5:180, 5:250, 5:330
Civil Air Patrol Leave Act .....	5:250, 5:330
Family and Medical Leave Act .....	5:185
National Guard Reserves .....	5:250, 5:330
School Visitation Leave Act .....	5:250, 5:330
Victims of Domestic or Sexual Violence .....	5:250, 5:330
Liability insurance .....	4:100
Limitations on accepting gifts .....	2:105, 5:120
Line and staff relations .....	3:30
Loans .....	4:10, 4:30

**-M-**

Mailing lists for receiving board material .....	2:190
Medication, administering of .....	7:270
Meeting procedures .....	2:200, 2:220
Membership .....	1:24
Migrant students .....	6:145
Military recruiter access to students .....	7:340
Military service .....	5:10, 5:250, 5:330
National Guard Reserves .....	5:250
Residence .....	7:60
Minority recruitment .....	5:10, 7:340
Minutes .....	2:110, 2:190, 2:220
Misconduct by students with disabilities .....	7:230
Missing Children Act .....	7:50

**-N-**

No Child Left Behind Act,	
Admissions and transfers .....	7:50
Boy Scouts access to school facilities .....	8:20
Children's Privacy Protection and Parental	
Empowerment Act .....	7:15, 7:340
Community use of school facilities .....	8:20
Duties and qualifications, educational	
support personnel .....	5:280
Equal educational opportunities .....	7:10
Health examinations, immunizations and exclusion	
of students .....	7:100
<i>Highly qualified</i> .....	5:190
McKinney Homeless Assistance Act .....	2:260,
.....	4:110, 7:10, 7:50, 7:60, 7:100
Migrant students .....	6:145
Military recruiter access to students .....	7:340
Parental involvement .....	6:170
Perpetually dangerous school and choice for	
victim of violent crime .....	4:170
Protection of Pupil Rights Act .....	7:15

**Please refer to cross-references in material listed.**





Tobacco prohibition.....	8:30
Toxic substances.....	4:160
Transfer of funds.....	4:10
Transportation.....	4:110
Treasurer, board	
Duties.....	2:110
Investment reports.....	4:30
Pay bills.....	4:50
Request minutes.....	2:220
Selection.....	2:110
Term.....	2:110
Truancy.....	7:70
Tuberculosis, screening requirements for students.....	7:50
Types of board meetings.....	2:200

**-U-**

Uniform grievance procedure.....	2:260
Unsafe school choice option.....	4:170
Use of school facilities.....	8:20
Using animals in educational program.....	6:100

**-V-**

Vans, use of.....	4:110, 6:240
Vandalism.....	7:170
Veterans, diplomas for.....	6:300
Victims' Economic Security and Safety Act.....	2:260,
.....	5:10, 5:250, 5:330
Videos, student.....	6:210, 7:190
Video recording of students, consent to use.....	7:190
Violent crime offenders.....	4:170, 5:30, 6:250, 8:30
Visas.....	7:50
Vision screening.....	7:100
Visitation leave, school.....	5:250, 5:330
Visitors to and conduct on school property.....	8:30
Volunteers, community.....	6:250
Voting, Board.....	2:220

**-W-**

Weapons.....	7:190
Web sites.....	7:310
Workers compensation.....	4:100
Working cash fund bonds.....	4:40
Works made for hire.....	5:170

**Please refer to cross-references in material listed.**