

To: Dr. Charles Johns  
Board of Education  
From: Mr. Brad Swanson  
Date: July 11, 2022  
Re: Policies

As recommended by the Board of Education Policy Committee, please review and discuss the following revisions and additions to the Board of Education Policies and Procedures.

Please note the summary description underneath each recommended revised policy. In addition, some policies or procedures are recommended to be sunsetted. Each of these recommendations has been processed by staff and administrator stakeholders.

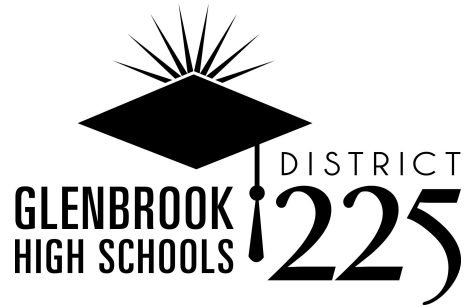
If desired, these recommended policy revisions would be approved at the next Board of Education meeting on July 25.

**1. 4070 Policy - Deferred Compensation Plans**

- a. Revised Policy - Updates the policy to reflect current practice, and incorporates the 4070 Procedures - Deferred Compensation Plans into a single document.
- b. Sunset Procedures - The substance of these procedures has been incorporated into 4070 Policy - Deferred Compensation Plans.

**2. 5010 Policy - Safety and Security**

- a. Revised Policy - Updates the current policy to reflect current practice, and addresses statutory requirements. This includes new elements such as a school safety drill plan, annual review, automated external defibrillator, carbon monoxide alarms, lead testing in water, and emergency closing.



**3. 5015 Policy - Visitors**

- a. Revised Policy - Updates the current policy to reflect current practice, and incorporates the 5015 Procedures - Visitors into a single document. Includes an update from the school district's legal counsel for special education topics regarding access to classrooms and personnel for special education purposes.
- b. Sunset Procedures - The substance of these procedures has been incorporated into 5015 Policy - Visitors.

**4. 5020 Policy - Traffic and Parking Controls**

- a. Revised Policy - Updates the policy to reflect current practice.

**5. 5040 Policy - Commemoration of Facilities**

- a. Revised Policy - Incorporates minor grammatical changes.

**6. 5050 Policy - School Equipment Management**

- a. Revised Policy - Updates policy to reflect current practice, and incorporates 5050 Procedures - School Equipment Management into a single document.
- b. Sunset Procedures - The substance of these procedures has been incorporated into the 5050 Policy - School Equipment Management.

**7. 5060 Policy- Disposal of Surplus Assets**

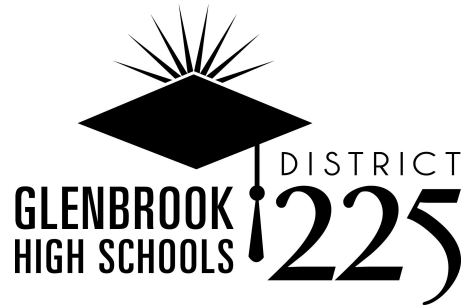
- a. Revised Policy - Incorporates minor grammatical changes.

**8. 5070 Policy - Student Transportation Between Home and School**

- a. Revised Policy - Updates policy to reflect current practice.

**9. 5090 Policy - Mailing Lists**

- a. Sunset Policy - This policy is no longer necessary as any requests for student information are processed in accordance with state and federal statutory requirements. Additionally, the modernization of student information systems no longer requires the generation of mailing lists for reference purposes.



**10. 6230 Policy - Substitute Teachers**

- a. Revised Policy - Updates the policy to align with current practice. Establishes an employment procedure to address identified internal control deficiencies (e.g., Board approval process). Consolidates Board Policy 6240 - Temporary Teachers and its associate procedures into this single policy.

**11. 6240 Policy - Temporary Teachers**

- a. Sunset Policy - The substance of this policy has been incorporated into 6230 Policy - Substitute Teachers.
- b. Sunset Procedures - The substance of these procedures has been incorporated into 6230 Policy - Substitute Teachers.

## Deferred Compensation Plans

### Section A - Introduction Authorization to Purchase Deferred Compensation Plans

The Board of Education of District #225 shall make deferred compensation plans (~~[e.g. 403(b), 457(b)]~~) meeting the requirements of the Internal Revenue Service (~~[e.g. 403(b), 457(b)]~~), available to employees through payroll deductions. ~~B;~~ both fixed and variable plans may be offered.

### Section B - Management of the Deferred Compensation Program

1. The ~~chief school business official~~ ~~assistant superintendent for business~~, or designee, shall at least annually, submit for Board of Education approval, a list of ~~authorized~~ ~~qualified~~ providers from which ~~d~~ District employees may purchase deferred compensation plans.
2. The ~~chief school business official~~ ~~assistant superintendent for business~~, or designee, will act as the Board's representative in matters pertaining to deferred compensation plans sold to ~~d~~ District employees and maintain a list of the ~~authorized~~ ~~providers that which~~ the Board has ~~authorized~~ ~~qualified~~ to do business with ~~d~~ District employees.
3. No company may be approved as an authorized provider by the Board of Education unless at least five employees have requested to contract for deferred compensation plan participation with that company, and that company has completed all necessary paperwork as established by the ~~district~~ and signed the applicable "Investment Provider Service Agreement" form.
4. Any authorized provider may be disqualified from participation by the ~~chief school business official~~ ~~assistant superintendent for business~~:
  - a. ~~(a)~~ Should, for a period of 12 months, no employee contract with that provider;; or
  - b. ~~(b)~~ For other good cause.
5. Failure on the part of any authorized provider ~~and/or~~ ~~an~~ agent ~~of that provider~~ to comply with this policy will be sufficient grounds for disqualification.

### Section ~~C~~ B - Approval of Salary Reduction Agreements

All employees entering into a Salary Reduction Agreement in connection with a deferred compensation plan, must have on file in the ~~District Business Office~~ the applicable completed and signed ~~salary reduction agreement~~ ~~"Glenbrook Salary Reduction Agreement"~~ form before the election will become effective.:

1. Employees who wish to use special "catch-up elections" to contribute more than the basic salary deferral for the year must ~~have on file~~ ~~provide~~ a vendor, financial, tax or legal counsel form ~~that which~~ shows the maximum exclusion allowance (MEA) calculation for the tax year ~~with their salary reduction agreement~~.

### Section ~~D~~ C - Changes to Salary Reduction Agreements

Employees may change their Salary Reduction Agreement ~~up to twice year, once every six months.~~ ~~once~~ Specifically, ~~one change can be made~~ from January through June, and ~~a second time one change can be made~~ from July through December. Salary Reduction Agreements may be terminated at any time by the employee.

### Section ~~E~~ D - Contact Between Employees and Agents

1. Only providers determined to be qualified by the Board of Education may make ~~printed~~ deferred compensation plan literature available to ~~d~~ District employees while on campus. ~~The literature~~

~~may not contain any statement indicating that which indicates that the Board of Education or the administration endorses or otherwise recommends any provider or plan.~~

2. Once contacted by a ~~d~~District employee, an agent of the authorized provider may meet the employee at school to discuss policy provisions. An agent may also meet the employee at school to have papers signed. In either event, agents will not be allowed to remain on school premises to solicit business from other employees.
3. ~~The school district will not provide e~~Employees' addresses, personal e-mail addresses and/or telephone numbers ~~will not be provided~~ to qualified provider agents.
4. Initial contact with the agent must be made by the employee or the ~~chief school business official~~assistant superintendent for business or designee.

Section ~~FE~~ - Plan Management and Periodic Statements

The employee shall be responsible for directing the management of his or her individual plan, for requesting periodic statements from the provider, and for verifying the accuracy of the statements.

To the fullest extent permitted by law, the Board of Education, its Board members and employees shall have no liability for any losses suffered by the employee that result (directly or indirectly) from his/her participation in the ~~d~~District's deferred compensation plans. The employee shall save, defend, indemnify, and otherwise hold the Board of Education, its Board members and employees harmless, to the fullest extent permitted by law, from any and all actions, claims, demands, losses, injuries, and damages whatsoever that may result (directly or indirectly) from his/her participation in the ~~d~~District's deferred compensation plans. The Board of Education, its Board members and employees have made no representation regarding the advisability, appropriateness or tax consequences of any employee's participation in the ~~d~~District's deferred compensation plans or employee's allocation to any provider ~~that which the d~~District has ~~been authorized~~qualified to do business with ~~d~~District employees.

Section ~~GF~~ - Non-Endorsement of Service Providers

~~Authorization~~Qualification of providers shall be based upon compliance with deferred compensation plan regulations, as amended from time to time, and execution of the service provider's agreement. ~~Neither s~~Such authorization~~qualification~~ nor any literature provided by such providers shall ~~not~~ be deemed as an endorsement by the ~~d~~District of any provider or plan.

- Approved: February 2, 1976 (Item #5676)
- Revised: November 19, 1984
- Revised: January 25, 1993
- Revised: February 9, 1998
- Revised: February 28, 2000
- Revised: July 13, 2009
- Revised: November 8, 2010
- Revised: July 14, 2014
- Revised: TBD

## Safety and Security

### Section A - Introduction

It shall be the policy of the Board of Education of Glenbrook High School District #225 that every reasonable precautions be taken to ensure the safety of students, and employees of, and visitors to, the school district. The Board of Education believes that safety education and accident prevention are important to everyone, not only as protective measures during school hours, but also to enhance risk awareness to minimize accidents at all times.

¶

The Board directs the superintendent or assistant superintendent for business affairs to develop and maintain a secure and safe program, complying with all state safety requirements for school buildings and grounds, including the Toxic Substances Disclosure to Employees Act, the Life/Safety requirements of The School Code of Illinois, and Illinois State Board of Education rules.

### Section B - Safety and Security

All district operations, including the education program, shall be conducted in a manner consistent with the safety and security of everyone on district property or at a district event. The superintendent or designee shall develop, implement, and maintain a comprehensive safety and security plan that includes, without limitation:

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

It shall be the responsibility of the superintendent to direct the formulation of a comprehensive safety program for the Glenbrook High School District #225 that will include:¶

- Establishment of safety committees in each school building¶
- Inservice safety training¶
- Development of accident prevention procedures¶
- Accurate record keeping of all accidents¶
- Regular facility inspections¶
- Revision and updating of emergency procedures¶
- Development and updating of crisis plans¶
- Accurate record keeping of visitors entering the building during school hours as outlined in Board Policy and Procedures 5015.¶

### Section C - School Safety Drill Plan

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

1. Three school evacuation drills to address and prepare students and school personnel for fire incidents. One of these drills shall require the participation of the local fire department.
2. One bus evacuation drill.

3. One severe weather and shelter-in-place drill to ~~address and~~ prepare students and school personnel for possible tornado incidents.
4. One law enforcement lockdown drill to address a school shooting incident and to evaluate the preparedness of school personnel and students. This drill shall occur no later than 90 days after the first day of school of each year, and shall require the participation of all school personnel and students present at school at the time of the drill, except for those exempted by administrators or a parent/guardian.

#### Section D - Annual Review

The superintendent or designee will annually review each school building's emergency operations and crisis response plan, protocols, and procedures, as well as each building's compliance with the school safety drill plan. The annual review shall be in accordance with the School Safety Drill Act (105 ILCS 128/) and the Joint Rules of the Office of the State Fire Marshal and the Illinois State Board of Education (29 Illinois Administrative Code Part 1500), **all as amended from time to time.**

#### Section E - Automated External Defibrillator (AED)

The superintendent or designee shall implement a written plan for responding to medical emergencies at the ~~d~~District's physical fitness facilities in accordance with the Fitness Facility Medical Emergency Preparedness Act and shall file a copy of the plan with the Ill. Dept. of Public Health (IDPH). The plan shall provide for at least one automated external defibrillator (AED) to be available at every physical fitness facility on the premises according to ~~s~~State law requirements.

The ~~d~~District shall have an AED on site as well as a trained AED user:

1. On staff during staffed business hours; and
2. Available during activities or events sponsored and conducted or supervised by the ~~d~~District.

•The Superintendent or designee shall ensure that every AED on the ~~d~~District's premises is properly tested and maintained in accordance with rules developed by the IDPH, **as amended from time to time.** This policy does not create an obligation to use an AED.

#### Section F - Carbon Monoxide Alarms

The superintendent or designee shall implement a plan with the ~~d~~District's local fire officials to:

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

#### Section G - Lead Testing in Water

The superintendent or designee shall implement testing for lead in each source of drinking water in school buildings in accordance with the Ill. Plumbing License Law and guidance published by the IDPH. The superintendent or designee shall notify parent(s)/guardian(s) about the sampling results from their children's respective school buildings.

### Section H - Emergency Closing

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

### Section C - Passive Video Surveillance Monitoring

~~The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property to promote the health, safety, and welfare of all students, staff, and visitors; and to safeguard district facilities and equipment. Audio pick up will not be used, except where needed due to emergency security or safety circumstances, for two-way communication or as otherwise authorized by the superintendent. For purposes of this policy, "district property" is defined as school buildings, parking lots and grounds, and school owned vehicles. Additional specific purposes include:~~

- ~~4. Taking proactive measures to enhance and sustain safety and security measures and to create a learning environment that is perceived to be safe by all students and staff.~~
- ~~5. Providing deterrent value to students or others who would be less likely to commit acts of violence or vandalism if they knew their actions could be observed at any hour of the day or night.~~
- ~~6. Establishing evidence and documentation of a crime or violation of a school rule.~~

~~¶~~

~~Video cameras may be used in locations as deemed appropriate by the superintendent. Video cameras will be used in areas of the schools where there is no reasonable expectation of privacy, which may include hallways, cafeterias, gymnasiums, parking lots, exits and entrances, and buses. Video cameras will not be used for general surveillance purposes in washrooms, gymnasium or swimming pool locker rooms, changing areas, or showers. Recorded data will be saved for a maximum of 30 days, subject to applicable maintenance and retention laws including, but not limited to, the Illinois Local Records Act, and further provisions as stated under Section C.6.~~

~~¶~~

~~The district shall notify students, staff, and parents through the student/parent handbook and appropriate signage, or other means of notice determined appropriate by the superintendent, that video surveillance may occur on district property.~~

~~¶~~

~~The content of video recordings may become a part of a student's educational record and may be produced as evidence in student administrative discipline conferences and hearings or other proceedings, subject to district policy and procedure concerning student records. Such video recordings may also be provided to law enforcement agencies, including without limitation in cases of potential criminal investigations or activities and emergencies. At that time, the district shall comply with all applicable state and federal laws related to student record maintenance and retention, as provided in the Family Educational Rights and Privacy Act and the Illinois School Student Records Act.~~

### Section ID - Movable Soccer Goal Safety

The superintendent or designee shall implement the Movable Soccer Goal Safety Act in accordance with the guidance published by the ~~IDPH~~ Illinois Department of Public Health. Implementation of the Act shall be directed toward, **among other things**, improving the safety of movable soccer goals by requiring that they be properly anchored.

1. Building principals or their designee are to identify any movable soccer goals on school grounds and comply with the Movable Soccer Goal Safety Act (430 ILCS 145/ added by PA 97-234).
2. Building principals or their designeeS are to implement the Movable Soccer Goal Safety Act by requiring that movable soccer goals be properly anchored.



Section J - Video Surveillance Monitoring

The Board of Education authorizes the use of overt video surveillance cameras and monitors on district property to promote the health, safety, and welfare of all students, staff, and visitors, and to safeguard district facilities and equipment. Audio pick-up will not be used, except on vehicles transporting students, and where needed due to emergency security or safety circumstances, for two-way communication or as otherwise authorized by the superintendent.

For purposes of this section, “district property” is defined as school buildings, parking lots and grounds, and school-owned vehicles. Additional specific purposes include:

1. Taking proactive measures to enhance and sustain safety and security measures and to create a learning environment that is perceived to be safe by all students and staff.
2. Providing deterrent value to students or others who would be less likely to commit acts of violence or vandalism if they knew their actions could be observed at any hour of the day or night.
3. Establishing evidence and documentation of a crime or violation of a school rule.

Video cameras may be used in locations as deemed appropriate by the superintendent or designee. Video cameras will be used in areas of the schools where there is no reasonable expectation of privacy, which may include hallways, cafeterias, gymnasiums, parking lots, exits and entrances, and buses.

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The district shall notify students, staff, and parents through the student/parent handbook and appropriate signage, or other means of notice determined appropriate by the superintendent, that video surveillance may occur on district property.

The content of video recordings may become a part of a student’s educational record and may be produced as evidence in student administrative discipline conferences and hearings or other proceedings, subject to district policy and procedure concerning student records. Such video recordings may also be provided to law enforcement agencies, including without limitation in cases of potential criminal investigations or activities and emergencies. At that time, the district shall comply with all applicable state and federal laws related to student record maintenance and retention, as provided in the Family Educational Rights and Privacy Act and the Illinois School Student Records Act.

Approved: June 22, 1992  
Revised: February 28, 2000  
Revised: April 26, 2010  
Revised: November 12, 2013  
Revised: TBD

## Visitors

### Section A - Definitions

The following definitions apply to this policy:

1. School Property
  - a. Any physical areas used by attendant to school or District-sponsored or -related activities, whether or not such area is school or District property (including, but not limited to, school or District buildings, lands and offices), or at any location used for school-sponsored or related activities, performances, extracurricular and athletic events; and
  - b. Any means of school-supplied or sanctioned transportation to or from any of the above areas.
2. Visitor
  - a. Any person other than a:
    - i. student attending a District program;
    - ii. District employee; or
    - iii. Board member.

### Section B - Visitors and Contact on School Property

All visitors to school property are required to:

1. Report to the designated entrance for visitors; visitor's entrance station and
2. Show proper identification; and
3. Clear the district's security screening identification system;
4. Wear a visitor lanyard and badge in a manner that is visible to all employees and students staff members at all times when on school property; and
5. Return the issued visitor lanyard and badge upon departure from school property.

Visitors must follow the previously stated procedure sign the visitors' log, except on those occasions when large groups of parents, and friends, and community members are invited onto school property (e.g., an athletic contest in the evening). In these situations, visitors are not required to sign in, but must follow school officials' instructions and rules applicable to visitors.

~~Visitors must receive permission from the building principal or other administrator to remain on school property and wear a visitor's badge at all times. When leaving school property, visitors must return their badges. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.~~

Except as provided in the following paragraph, any person wishing to confer with an employee staff member must contact that employee staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

¶¶

~~Requests to visit a District school building, facility, classroom, and/or educational program, or to interview school personnel or a student for purposes of observing or evaluating the student with disabilities, must be made with the building principal or other administrator at the appropriate building.~~

The School District expects mutual respect, civility, and orderly conduct among all people on school premises or at a school events or during school-related activities. No person on school premises or at a school event (including visitors, students, and employees) or during school-related activities shall:

1. Strike, injure, threaten, harass, or intimidate a student, employee, staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any law, ordinance, or Board Policy;
7. Smoke or otherwise use tobacco products. The term "tobacco" shall include any form of cigarettes, e-cigarettes, cigars and any alternative thereto, including smokeless tobacco that is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco intended to be placed in the mouth without being smoked;
8. Consume, possess, distribute, or be impaired by or under the influence of alcoholic beverages, cannabis, or illegal drugs;
9. Be present when the person's alcoholic beverage, cannabis, or illegal drug consumption is detectable, regardless of when and/or where the use occurred;
10. Use or possess medical cannabis, unless he/she has complied with Board Policy 8310.
11. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
12. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
13. Operate a motor vehicle: (a) in violation of any law or ordinance; (b) in a risky manner, (c) above the posted speed limit in excess of 20 miles per hour, or (d) in violation of an authorized district employee's directive;  
Engage in any risky behavior, including roller blading, roller skating, or skateboarding;
14. Violate other district policies or regulations, or a directive from an authorized security officer or district employee; or
15. Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

Section C - Visitor Access to Classrooms and Personnel

Access to classrooms and personnel is permitted in limited situations by Section 105 ILCS 5/14-8.02(g-5). The following procedures in this section apply to parents/guardians, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators in furtherance of the development of appropriate educational and related services for a student.

1. These procedures apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for special education eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or student. A qualified professional means "an individual who holds credentials to evaluate the student in the domain or domains for which an evaluation is sought or an intern working under the direct supervision of a qualified professional, including a master's or doctoral degree candidate." These individuals are referred to in these procedures in this section as visitors.

2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the student. To minimize disruption, reasonable access means that the parent(s)/guardian(s) will be limited to a total of three (3) observations per school year during school hours, each observation lasting no more than one (1) hour. Observations and/or testing during instructional time as part of an evaluation by an independent educational evaluator or a qualified professional will be limited to a total of three (3) hours per school year, unless a longer duration of time is necessary based on the frequency and duration of observations and/or testing typically utilized by the school district or consulting evaluators and qualified professionals. A visitor may request the authorized administrator to grant longer or additional observations based on individual circumstances and provide any supporting documentation in support of such a request. The director of special education or designee may grant, deny, or modify the request, and the director of special education or designee's decision shall be final.
3. Visitors must comply with:
  - a. Board and school policies and procedures.
  - b. Applicable privacy laws, including those laws protecting the confidentiality of educational records and the information contained therein, including the federal Family Educational Rights and Privacy Act (FERPA), the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act (ISSRA), and their respective regulations.
  - c. All other conditions of this policy. Visitors may not disrupt the educational process.
4. If the visitor is a parent/guardian, he or she will be afforded reasonable access as described above for the purpose of:
  - a. Observing his or her student in the student's current educational placement, services, or program, or
  - b. Visiting an educational placement or program proposed for the student.
5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or student, he or she will be afforded reasonable access as described above for the purpose of conducting an evaluation of the student, the student's performance, the student's current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the student, including interviews of educational personnel, student observations, assessments, tests, or assessments of the student's educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one (1) or more interviews of school personnel are part of the evaluation, the interviews must be conducted at a mutually agreed upon time, date, and place that do not interfere with the school employee's school duties. An interview with an employee as part of an evaluation will be limited to a total of one (1) hour, unless a longer duration of time is necessary as determined by the director of special education or designee. The director of special education or designee may limit interviews to personnel having information relevant to the student's current educational services, program, or placement or to a proposed educational service, program, or placement.
6. Prior to visiting a school, school building, or school facility for observational purposes, a visitor must complete a Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes. This form serves to:
  - a. Inform the principal, director of special education, or instructional supervisor for special education in writing of the proposed visit(s), the purpose, and the duration, and
  - b. Identify requested dates/times for the visit(s) to facilitate scheduling.

7. The student's parent/guardian must consent in writing to the student's being interviewed by the named independent educational evaluator or qualified professional as part of a visit. **To grant such consent, the parent/guardian must will grant this consent by completing** the Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes form contained in these procedures.
8. The student's parent/guardian, or the student, if he or she is over the age of 18, must execute an Authorization to Release Student Record Information before an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or student will be given access to student school records or to personnel who would likely release such records during discussions about the student. If a student is over the age of 12 and the records contain mental health and/or developmental disability information, the student must also be requested to sign the Authorization to Release information before any observation by or disclosure of school student records or information to a visitor.
9. The visitor must acknowledge, before the visit, that he or she is obligated to honor all students' confidentiality rights and refrain from any ~~re-~~disclosure of information. The visitor will provide this acknowledgment and agreement by completing the Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes contained in these procedures.
10. The principal, director of special education, or instructional ~~supervisor~~**supervisor** for special education will attempt to arrange the visit(s) at times that are mutually agreeable. The building principal or designee will accompany any visitor for the duration of the visit, including during any interviews of employees.
11. If the visitor is an independent educational evaluator or a qualified professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. ~~These~~**is** procedures ~~apply~~**ies** to any public school facility, building, or program **used by the district** and to any facility, building, or program **used by the district and** supported in whole or in part by public funds. The student's case manager or other ~~District~~**District** designee must facilitate such visit(s) when the student attends a program outside ~~of the School D~~**of the School D**istrict, such as at a private day special education program or residential program, provided it is supported in whole or in part by public funds.

~~Visitor access to classrooms and personnel will be permitted in accordance with Board Procedures Visitors (5015). The parents/guardians of students with disabilities, qualified professionals retained by or on behalf of such parents/guardians, and independent educational evaluators will be permitted reasonable visits to any District school, facility, building, or program as provided in this policy, Board Procedures Visitors (5015), and guidelines of the Superintendent or designee. The parents/guardians of students attending District programs shall be permitted reasonable visits to observe their child or their child's current or proposed educational placement, services, or program. An independent educational evaluator or qualified professional retained by or on behalf of the parent/guardian shall be permitted reasonable visits to observe and/or to conduct an evaluation of a student or the student's current or proposed educational placement, services, or program. If an evaluation includes interviews with District staff members, the interviews must be scheduled in advance of the visit with the building principal or other administrator.~~

Section D - Convicted Child Sex Offender

State law (720 ILCS 5/11-9.3) 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:

1. Is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school 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 his or her retention and promotion, and notifies the ~~building~~ principal of his or her presence at the school; or
2. Has been given prior permission to be present ~~by~~from the Board, superintendent, or superintendent's designee. If permission is granted, the superintendent shall provide the details of the offender's upcoming visit to the ~~building~~ principal.

In all cases, the superintendent or designee who is a ~~licensed~~certified employee, shall supervise a child sex offender whenever the offender is on school property.

Section E - Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the superintendent or ~~designee~~building principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees. Such access shall be conducted in a manner that will not impede the normal operations of the district.

Section F - Enforcement

Any ~~employee~~staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The ~~building~~ principal or designee may direct the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected or prohibited from being on school property or at school-related events or meetings. The person, once removed from such property, events, or meetings, ~~school events or property,~~ is also subject to being denied admission to such property, events, or meetings ~~school and school-related events, property, or meetings~~ for up to one calendar year, subject to any conditions that may be established by the superintendent. Additional procedures for the prohibition from athletic and extracurricular school events of any person who engages in conduct that violates this policy are set for below.

Section G - Procedures to Deny Future Admission to Athletic and Extracurricular School Events or Meetings

The district may make and enforce reasonable rules of conduct and sporting behavior for athletic and extracurricular school events. Before any person may be denied admission to athletic and/or extracurricular ~~future school and/or school-related events or meetings as provided in this policy,~~ the person has a right to a hearing before the Board. The superintendent may refuse the person admission pending such hearing. The superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;

2. A description of the prohibited conduct, along with a reference to the policy or procedure violated;
3. The proposed time period that admission to school events, meetings or property will be denied; and
4. Instructions on how to waive a hearing.

Approved: April 26, 2010

Revised: July 14, 2014

Revised: TBD

## Traffic and Parking Controls Plan

### Section A - Introduction

The Board of Education of District #225 recognizes that the safety and welfare of its students and staff requires an efficient and effective system to control vehicle traffic and parking on school premises. The Board shall provide and maintain adequate parking facilities for staff, visitors, and authorized student drivers. The school district ~~Each school~~ will utilize ~~provide~~ signs, pavement markings, and a written traffic and parking controls plan ~~code~~ to help ensure orderly ~~govern~~ all traffic and parking at its ~~high school~~ facilities.

### Section A - Traffic and Parking Regulations

1. All vehicles entering the school district's property are expected to abide by all traffic signs and pavement markings.
2. The superintendent or designee ~~school administration~~ shall develop a specific written plan for signs and pavement markings to control traffic and parking.
3. ~~Auto and bus routes and~~ The direction of traffic flow will be clearly marked with signs and pavement markings.
4. Designated ~~Separate~~ parking areas for ~~buses and for students,~~ staff, visitors, and authorized student drivers ~~visitors~~ will be clearly identified by signs and/or pavement markings.
5. Special parking areas will be reserved and clearly identified by signs for authorized members of the administration and staff whose responsibility requires frequent trips to or from the school site.
  - a. Written authorization for reserved parking will be issued to authorized drivers by the school district's safety and security department ~~dean's office~~.
6. All vehicles ~~autos~~ belonging to staff, ~~administration~~ and authorized student drivers ~~ss~~ must display a current parking sticker in the prescribed place on the vehicle. Parking permits are non-transferable, and must not be tampered with.
  - a. For students, parking is not a property right but a privilege for a student. The school district reserves the right to regulate the use of the parking lot. Only students who have been issued proper parking permits or temporary permits may utilize the parking lots during school hours.
7. School insurance policies and coverage do not cover damage or harm to privately owned vehicles. Vehicle owners assume all losses to a privately owned vehicle parked on campus.
8. Any vehicle parked in a disabled person only parking space, or in a fire lane, will be subject to dean's office consequences and ~~other~~ appropriate penalties ~~and consequences under applicable law, regulations, and ordinances~~ as assigned by the local police department.
9. ~~All automobiles, buses, and other vehicles entering the Glenbrook campus are expected to abide by all traffic signs and pavement markings.~~

### Section B - Enforcement

The school district's safety and security department ~~dean's office at each school~~ will assume responsibility for the traffic and parking plan and will maintain a complete and accurate record of all traffic and parking violations by students, staff, and visitors. The dean's office at each school is authorized to take the following actions:

1. Students



- a. First Offense - Student will be warned and may be assigned dean's detention(s) or assigned to a restricted study hall.
  - b. Second Offense - Student will be given 5 to 10 restricted study halls or placed in the Learning Adjustment Center (LAC), assigned a Saturday detention, or assigned to a restricted study hall.
  - c. Third Offense - Students will be subject to one or all of the following:
    - i. 10 restricted study halls;
    - ii. Saturday detention; suspension from school
    - iii. Assigned to the Learning Adjustment Center (LAC); and
    - iv. Loss of parking privileges.
    - v. student's vehicle will be towed at the violator's expense
  - d. Students who violate either parking or traffic violations more than three times may lose parking privileges for a period of time, without a refund of fees paid, or be subject to additional disciplinary consequences.
2. Staff
- a. First Offense - Staff members will be so advised by the dean's office and will be provided with an additional copy of the traffic and parking code.
  - b. Second Offense - Staff members will be referred to their supervisor. The dean's office will notify the supervisor of the second offense.
  - c. Third or More Offense - Staff members will:
    - i. Have a conference with the principal or principal's designee, have the results of the conference become a part of their annual evaluation, and have the results of the conference placed in their permanent files.
3. Visitors
- a. Vehicles not displaying a Glenbrook sticker will be considered as belonging to a visitor. A warning ticket may be issued until ownership is established.
  - b. Should investigation determine that the vehicle belongs to a staff member or student, the procedures prescribed for those violations will be followed.
  - c. The dean's office will maintain an updated record of all violations incurred by vehicles not displaying the Glenbrook sticker.
  - d. Any vehicle parked illegally in a fire lane will be subject to all penalties, including a ticket from the local police department.

Section C - Publication

Students will be notified of the traffic and parking plan through publication in the Student/Parent Handbook, and appropriate notices and signage.

Staff and visitors will be notified of the traffic and parking plan through appropriate notices, publications and signage.

Section D - Suspension of Traffic and Parking Control Policy

The principal or designee at the designated school, or the school district's director of operations in the case of a need outside of Glenbrook North or South is authorized to make reasonable exceptions in extraordinary circumstances to this policy.



Approved: September 23, 1974  
Revised: September 8, 2003  
Revised: TBD

## Commemoration of Facilities

### Section A - Introduction

It is the policy of the Board of Education of ~~District #225~~ that facilities and grounds shall not be commemorated or named in honor of any former employee, official, or other individual associated with the district, for a period of at least three years after the individual is no longer associated with the district.

Approved: November 14, 1988

Revised: February 28, 2000

Revised: TBD

## School Equipment Management

### Section A - Use of School Equipment for School-Sponsored Activities at School

It shall be the policy of the Board of Education of District #225 that school equipment, materials, or supplies shall be used for school-sponsored activities only and are not for private use except with the authorization of the appropriate administrator.

### Section B - Use of School Equipment for Not School-Sponsored Activities That Are Not School-Sponsored Removal of School Equipment From School

The use of school equipment for activities that which are not school-sponsored is generally discouraged. However, when deemed appropriate, the superintendent or designee may approve authorize the use of school equipment for such not school-sponsored activities.

Requests for the use of school equipment for activities that which are not school-sponsored shall be directed to the associate principal for administrative services at the designated school, or to the director of operations for the district in a timely manner. The associate principal for administrative services or director shall review the request and either disapprove it or recommend it to the superintendent or designee for approval.

The superintendent or designee shall have the authority to either to approve or to disapprove the request and inform the associate principal for administrative services or director of the decision.

The requesting individual shall be financially responsible responsible for all lost or damaged school equipment for activities that which are not school-sponsored.

~~School equipment, materials or supplies shall be removed from the school premises for properly approved school activities only and shall not be removed for other purposes without the approval of the superintendent.¶~~

Approved: January 22, 1973 (Item #4689)  
Revised: January 14, 1985 (Item #8642)  
Reviewed: October 7, 1985  
Revised: February 28, 2000  
Revised: TBD

Section A

~~The use of school equipment off school premises for activities which are not school-sponsored is generally discouraged. However, under extraordinary circumstances, the superintendent is authorized to approve such usage under Section B of the Board of Education policy on School Equipment Management.~~

Section B

~~Individuals who desire to use school equipment off school premises for activities which are not school-sponsored shall complete the form indicated on page 2 of these procedures and submit it to the principal's office.~~

Section C

~~The principal shall review the request and either disapprove it or recommend it to the superintendent for approval. The principal may telephone the principal's recommendation to the superintendent.~~

Section D

~~The superintendent shall review requests recommended by the principal and either approve or disapprove the request and inform the principal of the superintendent's decision.~~

Section E

~~The requesting individual shall be financially responsible for all lost or damaged school equipment used for activities which are not school-sponsored.~~

**Request For Use of School Equipment Off School Premises  
For Activities Which Are Not School Sponsored**

The use of school equipment off school premises for activities which are not school-sponsored is generally discouraged. However, under extraordinary circumstances, the superintendent may approve such usage. Individuals who desire to use school equipment off school premises for activities which are not school-sponsored shall complete the form below and submit it to the principal's office.

I request permission to use the equipment described below off school premises for the purposes, location, and dates indicated. I understand that I am financially responsible for any lost or damaged equipment used in this fashion.

Equipment Requested \_\_\_\_\_

Proposed Use and Location \_\_\_\_\_

Dates of Proposed Use \_\_\_\_\_

Requesting Individual's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Action: \_\_\_\_\_ Recommended for Approval \_\_\_\_\_

Disapproved \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Action: \_\_\_\_\_ Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_

Adopted: — October 7, 1985

Revised: — February 28, 2000

## Disposal of Surplus Assets

### Section A - Introduction

Building level and ~~the~~ District administrators are authorized to request approval to dispose of surplus assets. Each request must be in writing to the ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO or ~~his or her~~ designee to assure compliance with this policy and the process described below. The Board of Education will be given reasonable notice as an information item before items are offered for sale (i.e., before reaching the third priority listed in Section B below).

Surplus assets may be disposed of using the process below, so long as such disposal is in the best interest of the ~~the~~ District. The ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO will make the final determination.

### Section B - Priority for Disposal

Subject to any existing contractual obligations, equipment in the ~~the~~ District will be disposed of according to the following priorities:

1. Use in another department: The asset may be used by another department within the ~~the~~ District.
2. Used for parts: If an equivalent asset is in use in the district, the asset may be used for parts to repair.
3. Trade-in or sale to dealer: The asset may be traded in for a new item or sold to a dealer through a Request for Proposal process.
4. Public auction: A public auction may be conducted by the director of operations of the district. Upon approval from the ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO, the director of operations will: ~~contact the requester to:~~
  - a. Set the duration of the auction (standard time frame is 7 days);
  - b. Determine lowest acceptable bid (usually this is a dealer trade-in price or other similar value);
  - c. Obtain a description of the item.
5. Sale via request for bid: Multiple bids for purchase and recycling may be solicited from various vendors through a formal Request for Bid process, and the highest acceptable offer ~~will~~ may be accepted.
6. Donation: If the asset cannot be disposed of for monetary value or used elsewhere in the district, the asset may be offered as a donation to a not-for-profit organization approved by the ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO. ~~Other types of recipients for donation may be considered depending on the type and value of the asset.~~
7. Junk: If the ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO deems ~~that~~ the fair market value of the asset ~~is~~ not significant enough to warrant sale and all other methods of disposal are unsuccessful, the surplus asset may be recycled or otherwise disposed of.

The ~~chief school business official~~ Assistant Superintendent for Business Services/CSBO ~~and chief school business official~~ Director of Operations, the official's ~~their~~ assistants, and any staff member involved in determining the lowest acceptable bid on a surplus asset are not eligible to submit bids on that asset.

Approved: November 13, 2017  
 Revised: TBD





## Student Transportation Between Home and School

### Section A - Introduction

It is the policy of the Board of Education of District #225 that tax monies shall not be expended for student transportation between the students' homes and the school except for transportation of:

1. Special Education students as required by Illinois law~~The School Code~~; and
2. Students qualifying for the student financial assistance program in accordance with Board Policy 8230.

### Section B - Authorized Transportation Providers

The Board of Education shall designate ~~annually~~ the authorized bus company or companies ~~that which~~ shall be permitted to transport students between students' homes and the school. ~~use school properties to load and unload Glenbrook students. This permission shall be denied to non-authorized bus companies. On-campus procedures for authorized bus companies shall be developed by the school principal or the principal's designated representative.~~

¶

### Section C¶

~~The Board of Education shall provide, at cost to each authorized bus company, a list of mailing labels for all Glenbrook students. This list is to be maintained in a confidential manner and is not to be duplicated for or forwarded to any other individual or agency.~~

### Section CD - Student Conduct

Rules and regulations concerning student conduct on buses shall be instituted and enforced by the authorized bus company ~~or companies~~ and shall ~~not be~~ inconsistent with Board of Education policies dealing with student conduct on school premises. Failure of the authorized ~~transportation providers bus company~~ to enforce such disciplinary standards may result in the ~~provider's loss of bus company losing~~ its authorization to access school premises. The ~~assistant principal / dean of students~~ is authorized to cooperate with officials of the authorized ~~transportation providers bus companies~~ in matters of serious student misconduct.

Approved: January 22, 1973  
Revised: November 24, 1986  
Revised: TBD¶

Section A— Student and Parent Mailing Lists

~~It is the policy of the Board of Education of District #225 that student and parent mailing lists shall be used only for the business of the school district. Each request for said list shall be examined by the school principal and approved if judged necessary for the conduct of school business.~~

Section B— Faculty and Staff Mailing Lists

~~Faculty and staff mailing lists shall be used only for the business of the school district and shall not be made available for any other reason without the approval of the superintendent. Each year the school principal may provide a copy of said list to each staff member. These lists will be considered confidential and are not to be reproduced for or forwarded to any individual or group not employed by the district.~~

~~Approved: December 18, 1972~~

~~Revised: December 3, 1984~~

## Substitute Teachers

### Section A - Introduction

The Board of Education recognizes the necessity of providing substitute teachers when ~~teachersmembers of the professional staff~~ are unable to perform their responsibilities due to other professional activities or absence from school~~absent from school~~. The Board also recognizes the importance of maintaining the ~~students~~ instructional program through a well-planned and coordinated substitute teacher program.

### Section B - Substitute Qualifications

All substitute teachers shall hold a valid teaching ~~licensecertificate~~ or substitute ~~license~~~~teaching certificate~~ or short-term substitute license from the Illinois State Board of Education~~State of Illinois~~, and possess such other qualifications as the superintendent or designee~~assistant superintendent for human resources~~ shall prescribe.

### Section C - Types of Substitutes

There are three types of substitute teachers: daily, internal, and long-term.

A daily substitute is eligible to select available daily or other short-term teaching assignments for which they are qualified.

An internal substitute is a contracted teacher or educational support personnel employee assigned by an administrator to fill a short-term teaching assignment for which such teacher or employee is~~they are~~ qualified.

A long-term substitute is assigned to fill the place of a particular contracted teacher for a continuous period of not less than thirty (30) days.

### Section D~~C~~ - Employment of Substitutes

The Human Resources department~~assistant superintendent for human resources~~ shall be responsible for the employment of all substitute teachers and shall maintain a list of persons qualified to be substitute teachers in the Glenbrook schools district. ~~The principal, or his designated representative, shall determine procedures for acquiring substitute teachers, and for ensuring that the welfare of the students is served through an uninterrupted instructional program.~~

Upon identification of a new substitute teacher, the superintendent or designee shall include the recommendation to hire the individual on the appropriate personnel report for consideration by the Board of Education. No substitute teacher can begin work until:

1. All required background checks have been completed;
2. The individual has been approved by the Board of Education; and
3. They have successfully completed all required training and attended an orientation session.

In extraordinary circumstances the superintendent has authority to allow a substitute to begin to work before Board of Education approval, subject to Board ratification.

All daily substitute teachers are employed on a temporary basis, and are only eligible for compensation identified in Section E of this policy.

All daily substitutes will be released from employment on an annual basis at the conclusion of the school year. Daily substitutes may reapply for employment through the Human Resources department through the process designated by the superintendent or designee.

Section E - Substitute Compensation

Compensation rates for substitute teachers shall be submitted by the assistant superintendent for business services prior to the start of each fiscal year and approved by the Board annually.

A daily substitute shall be compensated on a per-block basis based on the appropriate compensation rate established by the Board.

An internal substitute shall be compensated on a per-block basis based on the appropriate compensation rate established by the Board or an applicable collective bargaining agreement.

A long-term substitute shall be compensated based on a per-diem basis based on the current rate for a teacher in the BA-0, Step 1 placement on the teacher salary schedule, as amended from time to time.

No other benefits will be provided at district expense.

Approved: June 18, 1973  
Revised: September 25, 2000  
Revised: November 8, 2010  
Revised: TBD

Section A

~~The Board recognizes that the responsibilities of a substitute teacher increase considerably if the substitute replaces a regularly employed classroom teacher for an extended period of time. For all practical purposes, the substitute becomes a temporary teacher, assuming responsibility for lesson planning, student evaluation, and all of the other on-going responsibilities of regular teachers. This status is quite different from the substitute teacher who replaces the regular teacher on a day-to-day basis. The compensation for a temporary teacher should be commensurate for the responsibilities assumed.~~

Section B

~~A substitute teacher becomes a temporary teacher when she/he has replaced a regular classroom teacher for a continuous period of not less than thirty (30), but not more than ninety (90), working days.~~

Section C

~~The compensation rate for a temporary teacher shall be based on the daily rate of a beginning teacher in the BA lane of the salary schedule. The temporary teacher's total salary will be computed retroactively from the first day of employment.~~

~~Approved: March 4, 1974~~

~~Revised: September 25, 2000~~

~~PROCEDURES FOR IMPLEMENTING BOARD POLICY: TEMPORARY TEACHERS 6240~~

~~Authorization for payment of temporary teachers is made by the personnel office.~~

- ~~1. The associate principal-administrative services will inform the office of human resources when there is need to engage a substitute teacher for an extended period of time that could conceivably result in the substitute becoming a temporary teacher.~~
- ~~2. The associate principal-administrative services will inform the personnel office, in writing, when a substitute teacher has been employed for 30 or more continuous days.~~
- ~~3. Compensation will be determined by establishing the daily rate of pay for a beginning teacher on the BA lane of the salary schedule. This rate will be paid minus any payments previously made at the substitute rate.~~
- ~~4. The office of human resources will notify the business office of the amount to be paid the temporary teacher.~~

~~Adopted: 1974~~

~~Revised: September 25, 2000~~