

Glenbrook High School District #225**BOARD POLICY: SAFETY AND SECURITY PROGRAM****5010**

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Section A

It shall be the policy of the Board of Education of Glenbrook High School District #225 that every reasonable precaution be taken to ensure the safety of students, employees and visitors to the school district. The Board of Education believes that safety education and accident prevention are important to everyone, not only as a protective measure during school hours, but also to enhance awareness of risks which may 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 Life/Safety requirements of *The School Code of Illinois*, Illinois State Board of Education rules, and the Toxic Substances Disclosure to Employees Act.

Section B

It shall be the responsibility of the superintendent to direct the formulation of a comprehensive safety program for the Glenbrook High School District #225, such safety program to 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

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 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:

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 know 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.

Section C – Passive Video Surveillance Monitoring (Continued)

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.

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. 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: _____

BOARD POLICY: VISITORS

5015

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Section A – Visitors to and Contact on School Property

The following definitions apply to this policy:

School Property

1. Any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and
2. Any means of school-supplied or sanctioned transportation to or from any of the above; and
3. Activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment

Visitor

Any person other than an enrolled student, district employee, or board member.

All visitors to school property are required to report to the visitor's entrance station and receive permission to remain on school property. All visitors must show proper identification, and wear a visitor's badge. When leaving the school, visitors must return their badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

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

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

Section A – Visitors to and Contact on School Property (Continued)

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

1. Strike, injure, threaten, harass, or intimidate a 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 Illinois law, or village or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs;
9. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
10. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
11. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee’s directive;
12. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
13. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; or
14. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Section B – Visitor Access to Classrooms and Personnel

Visitor access to classrooms and personnel will be administered in keeping with Board Procedures Visitors (5015).

Section C – Convicted Child Sex Offender

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

1. 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 retention and promotion and notifies the building principal of his or her presence at the school; or
2. Has permission to be present from the Board, superintendent, or superintendent's designee. If permission is granted, the superintendent or board president shall provide the details of the offender's upcoming visit to the building principal.

In all cases, the superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Section D - Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the building principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Section E – Enforcement

Any 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 shall seek 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 from school property. The person is also subject to being denied admission to school events or meetings for up to one calendar year.

Section F - Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to future school 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;
3. The proposed time period that admission to school events will be denied;
4. Instructions on how to waive a hearing.

Approved: _____

Section A – 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), amended by P.A. 96-657. Guidelines follow:

1. These guidelines apply to access requested by the parent/guardian of a student receiving special education services or being evaluated for eligibility, an independent educational evaluator, or a qualified professional retained by or on behalf of a parent/guardian or child. A *qualified professional* means “an individual who holds credentials to evaluate the child 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 this procedure as *visitors*.
2. Visitors will be afforded reasonable access to educational facilities, personnel, classrooms, and buildings and to the child. To minimize disruption, reasonable access means that the parent(s)/guardian(s) or qualified professional retained by or on behalf of a parent/guardian or child is allowed access once per school quarter for up to one hour or one class period. 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. A professional evaluator can request longer or additional observations in his or her initial request. The administrator may grant, deny, or modify the request, and the administrator’s decision shall be final.
3. Visitors must comply with:
 - a. School safety, security, and visitation policies at all times.
 - b. Applicable privacy laws, including those laws protecting the confidentiality of education records such as the federal Family Educational Rights and Privacy Act and the Illinois School Student Records Act.
 - c. Board policy Community Visitors (5015). Visitors may not disrupt the educational process.

Section A – Visitor Access to Classrooms and Personnel (Continued)

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 child in the child’s current educational placement, services, or program, or
 - b. Visiting an educational placement or program proposed for the child by the IEP team.

5. If the visitor is an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child, he or she must be afforded reasonable access of sufficient duration and scope for the purpose of conducting an evaluation of the child, the child’s performance, the child’s current educational program, placement, services, or environment, or any educational program, placement, services, or environment proposed for the child, including interviews of educational personnel, child observations, assessments, tests, or assessments of the child’s educational program, services, or placement or of any educational program proposed by the IEP team, services, or placement. If one 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. The Building Principal or designee may limit interviews to personnel having information relevant to the child’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, a visitor must complete, *Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes*. This form serves to:
 - a. Inform the Building Principal or designee 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 being interviewed by the named evaluator as part of a visit. The parent/guardian 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.

Section A – Visitor Access to Classrooms and Personnel (Continued)

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 child 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 students' confidentiality rights and refrain from any re-disclosure of such records. 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 building principal or designee 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 staff members.
11. If the visitor is a professional retained by the parent/guardian, the visitor must provide identification and credentials before the visit.
12. This procedure applies to any public school facility, building, or program and to any facility, building, or program supported in whole or in part by public funds. The student's case manager or other District designee must facilitate such visit(s) when the student attends a program outside of the School District, such as at a private day program or residential program, provided it is supported in whole or in part by public funds.

Request to Access Classroom(s) or Personnel for Special Education Evaluation and/or Observation Purposes

Student name: _____ DOB: _____

School attending: _____ Grade: _____

The following information must be completed by individuals requesting to access a school building, facility, and/or educational programs or to interview District personnel or the student named above for the purpose of assessing the student’s special education needs. Please complete this form and return it to the building principal or program director where the student is enrolled. He or she will contact you to coordinate your visit:

Parent/Guardian *(Complete this section if the person making the request is the parent/guardian.)*

Name: _____ Title: _____ Phone: _____

Address: _____

I am the parent/guardian of the above-named student and wish to observe my child in the following classroom/settings: _____
for the purpose of: _____

I am the parent/guardian of the above-named student and wish to observe the following classroom/settings which have been recommended for my child: _____

for the purpose of: _____

Observations are limited to one hour or one class period per school quarter.

Parent’s Independent Evaluator or Other Qualified Professional *(Complete this section if the person making the request is not the parent/guardian.)*

Name: _____ Agency/Company: _____

Phone: _____ Email address: _____

Address: _____

My professional training and/or licensure or certification, if applicable, is (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Teacher, certified in the areas of: | Illinois certified? <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Clinical Psychologist | <input type="checkbox"/> School Psychologist |
| <input type="checkbox"/> Licensed Clinical Social Worker | <input type="checkbox"/> Licensed Social Worker |
| <input type="checkbox"/> School Social Worker | <input type="checkbox"/> Occupational Therapist |
| <input type="checkbox"/> Physical Therapist | <input type="checkbox"/> Speech/Language Pathologist |
| <input type="checkbox"/> Audiologist | <input type="checkbox"/> Psychiatrist |
| <input type="checkbox"/> Registered Nurse | <input type="checkbox"/> Certified School Nurse |
| <input type="checkbox"/> Other qualified professional (list credentials): _____ | |

I have been requested by the above named student’s parent/guardian to conduct an evaluation of the student for the purpose of: _____

As part of this evaluation, I am requesting the following for the length of time noted (check all that apply):

Observation of student in the following classroom(s)/setting(s): _____

Duration: _____

Opportunity to interview the following personnel believed to work with the student: _____

Duration: _____

Opportunity to interview the student.

I will need more than one hour or one class period for my visit for the following reason(s): _____

Student records, as noted in the attached, signed Authorization to Release Student Record Information.

Acknowledgement *(To be completed by the person making the access request.)*

I understand that the School District will allow me reasonable access to the school, school facilities, or educational programs or individual(s) I have requested as related to the purpose of my visit. I have been provided with a copy of Board Policy and Procedures 5015, *Visitors*, and agree to comply with its terms and conditions. I further understand that during my visit, I must honor all students' confidentiality rights and refrain from any re-disclosure of such records.

Individual Requesting Access Signature Date

Parent/Guardian Verification *(Must be completed whenever an independent evaluator or other qualified professional requests access.)*

I, _____, am the parent/guardian of the above-named student, and I confirm that I have requested an evaluation of my child by the individual named herein, for the stated purpose(s). If requested above, I consent to my child being interviewed by the named evaluator as part of this visit understanding that the District has not conducted a background check on the evaluator. I have no reason to believe the evaluator poses a safety risk to my child or others. I further understand and agree that it is my responsibility to notify the School District in writing if I end my working relationship with the named evaluator prior to the completion of the tasks outlined herein and that the School District otherwise will work with the evaluator to provide reasonable access to the school, school building, school facility, personnel, or my child at mutually agreed upon times and in a manner that is least disruptive to the school setting or my child's academic program.

Parent/Guardian Signature Date

Adopted: _____

BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL SICK LEAVE

6330

Section A

Educational support personnel who work on a full time 12-month basis are eligible for 15 days of sick leave each fiscal year.

Section B

Educational support personnel who work on a full time 10-month basis are eligible for 11 days of sick leave each school year.

Section C

The benefits of sick leave contained in Section A and B shall be credited at the beginning of the employee's work year. New employees may not utilize the sick leave provisions contained in Sections A and B until they have completed their first full day of employment.

Section D

Educational support personnel eligible for sick leave may accrue sick leave days up to a maximum of 240 days at the end of any fiscal year.

Section E

Sick leave may be used for personal illness, quarantine at home, or serious illness or death in the immediate family or household. Immediate family is defined as an employee's spouse, or the parent, brother, sister, son, daughter, grandparent, or grandchild of either employee or spouse. Any other relative who is at the time of such illness a member of the same household as the employee also qualifies under this policy.

Section F

Serious illness shall be interpreted according to the normal use of the term by the medical profession. In the event an employee is absent for illness or injury, and irrespective of whether such absence is charged to any accrued sick leave, the ~~director of~~ assistant superintendent for human resources may require the employee to provide the results of an examination by a physician and a certificate be provided to the Board of Education as to the nature and extent of the illness or disability and the ability of the employee to perform his/her job function, or if the ~~director of~~ assistant superintendent for human resources believes there may have been an abuse of the sick leave policy, the employee may be required to undergo an examination by a physician selected by the district. The cost of such an examination shall be paid by the Board of Education.

Approved: November 4, 1974
Revised: September 24, 1984
Revised: January 23, 1995
Revised: April 14, 1997
Revised: September 25, 2000
Revised:

BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL VACATIONS

6410

Section A

Full time 12-month educational support personnel are eligible for paid vacation days.

Section B – Vacation – 12 Month 260 Day

A full-time twelve (12) month employee, with an effective start date prior to July 1, 2007, with a 260 paid day work year, will accrue paid vacation days in accordance with the following schedule:

1. An employee who has worked 48 months or less is eligible to accrue 0.84 days vacation per month worked. An employee who has worked 49 months to 108 months will accrue vacation at the rate of 1.25 days per month worked. An employee who has worked more than 109 months will accrue vacation on the basis of 1.67 days per month worked.
2. An employee may carry over from one fiscal year ~~to the next fiscal year~~ 15 days of accumulated vacation time. The carryover date is August 1. Accumulated ~~V~~vacation days in excess of 15 days, ~~at the end of any fiscal year,~~ will be added to the employee's accumulated sick leave subject to the provisions of Board Policy Educational Support Personnel Sick Leave (6330).

Section C – Vacation – 12 Month 239 Day

A full-time twelve (12) month employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule:

1. An employee who has worked 48 months or less is eligible to accrue 0.42 days vacation per month worked. An employee who has worked more than 49 months will accrue vacation on the basis of 0.84 days per month worked.
2. An employee may carry over from one fiscal year ~~to the next fiscal year~~ 10 days of accumulated vacation time. The carryover date is August 1. Accumulated ~~V~~vacation days in excess of 10 days, at the end of any fiscal year, will be added to the employee's accumulated sick leave subject to the provisions of Board policy Educational Support Personnel Sick Leave (6330).

Section D

Educational support personnel may use their accrued vacation at any time during the year provided approval is secured from their immediate supervisor, ~~the associate principal for administrative services and the Assistant Superintendent for Human Resources.~~

Approved: November 4, 1974
Revised: July 17, 1995
Revised: September 25, 2000
Revised: July 13, 2009
Revised:

PROCEDURES FOR IMPLEMENTING BOARD POLICY: EDUCATIONAL SUPPORT 6410
PERSONNEL VACATIONS Page 1 of 2 pages

1. Educational support personnel may make application for vacations by:
 - 1) ~~Obtaining an Educational Support Personnel Vacation Request Form from the human resources office.~~ Requesting vacation through the process outlined by the Human Resource Department.
 - 2) Completing the request ~~form~~ ten (10) working days prior to requested vacation time and submitting the form to the immediate supervisor.

2. Approval of application for vacation shall be made in the following manner.
 - 1) The supervisor will ~~submit~~ approve/deny the request ~~to the director of human resources.~~
 - 2) ~~Copies of the Vacation Request Form will be returned to all concerned parties with the appropriate action stated.~~ Record of the request and approval/denial will be accessible according to the process outlined by the Human Resource Department.

3. Vacation

Vacation for a full-time twelve (12) month employee, with an effective start date prior to July 1, 2007, with a 260 paid day work year, will accrue paid vacation days in accordance with the following schedule:

Number of Years of Educational Support Personnel Experience in the District	Number of Days of Vacation per Year
1st year through 4th year	10 days
5th year through 9th year	15 days
10th year and beyond	20 days

Vacation for a full-time twelve (12) month employee, with an effective start date after June 30, 2007, with a 239 paid day work year, will accrue paid vacation days in accordance with the following schedule:

Number of Years of Educational Support Personnel Experience in the District	Number of Days of Vacation per Year
1st year through 4th year	5 days
5th year and beyond	10 days

Adopted: November 19, 1974
 Revised: September 25, 2000, July 13, 2009, _____

~~Glenbrook High Schools
Human Resources~~

~~VACATION REQUEST FORM~~

~~NAME _____ TODAY'S DATE _____~~

~~Employee ID No. _____~~

~~DATE(S) OF REQUESTED LEAVE _____

_____~~

~~Your request for vacation as indicated above is: Approved: _____ Disapproved: _____~~

~~NOTE: Your request for vacation is not approved at this time because:~~

~~Supervisor's Signature~~

~~Associate Principal's Signature~~

~~— For District Office Use Only~~

~~Office of Human Resources~~

BOARD POLICY: ESP MANAGERS

6430

Page 1 of 2 pages

Section A - Assignments

The Board of Education of District #225 directs the superintendent to prescribe assignments for all Educational Support Personnel (ESP) Managers subject to compliance with relevant legal requirements and the provisions of the contract between each administrator and the Board.

Section B - In-service

The Board of Education directs the superintendent to develop in-service programs for ESP Managers.

Section C - Working Conditions

The Board of Education directs the superintendent to develop policies and procedures for ESP Managers, including but not limited to, health examinations, work load, travel expenses, non-school employment, professional leaves, personal leaves, absences, and vacations, subject to compliance with relevant legal requirements and the provisions of the contract between each ESP Manager and the Board.

Section D - Fringe Benefits

The Board of Education directs the superintendent to recommend to the Board fringe benefit compensation provisions for ESP Managers.

Section E - Vacations

All twelve-month ESP Managers shall be granted vacation in accordance with the procedures attached hereto. ESP Managers may not be reimbursed for any unused vacation days at the time of their resignation from the district. Rather, at the completion of the respective ESP Manager's last year of employment with the district, any unused vacation days will be converted to sick days subject to the provisions of Policy 6330.

Section F - Professional Development Opportunities

The Board of Education recognizes that ESP Managers should make every effort to stay abreast of current theories and methods in education. ESP Managers are expected to attend professional meetings and periodic in-service workshops to improve skills in personnel management, supervision, instructional development, public relations and other aspects of school management as prescribed and approved by the superintendent.

Approved: August 31, 2009

Section A - Fringe Benefits

1. All Educational Support Personnel (ESP) Managers, during the term of their employment, shall be accorded the following fringe benefits:
 - 1) 95% of single health insurance or 88% of family health insurance.
 - 2) \$75,000 of term life insurance
 - 3) Income protection insurance based on the prevailing policy available to all District employees.
 - 4) Reimbursement for membership in professional organizations up to \$100 per individual per year.
 - 5) Personal leave up to two days per year. Annually, all unused personal leave days will be transferred to the employee's personal leave bank. Any days, in excess of three, in the employee's personal leave bank will be transferred to sick leave, subject to the limitations provided in Board Policy 6330. Personal leave days that cannot be transferred to sick leave are forfeited.
 - 6) Sick leave of 15 days per year. In addition, any earned and unused vacation days in excess of 15 ~~at the end of any fiscal year~~ shall be converted to sick leave, ~~subject to the limitations provided in Board Policy 6330.~~ after August 1. Accumulated vacation days in excess of 15 days will be added to the employee's accumulated sick leave, subject to the limitations provided in Board Policy 6330.
 - 7) Participation in the sick leave bank as provided in Board policy 6330.
 - 8) Auto mileage reimbursement, in accordance with prevailing Internal Revenue Service regulations.
 - 9) Vacation for 12-month personnel only; as indicated below:

Number of Years of Experience in the District	Number of Days of Vacation per Year
1st year through 4th year	10 days
5th year through 9th year	15 days
10th year and beyond	20 days

Vacation is earned and accrued on a monthly basis

- 10) District-recognized legal and granted holidays.

Section A - Fringe Benefits (continued)

- 11) In lieu of the family health and dental insurance, individuals may select the then current individual health and dental insurance plan plus receive a \$700 tax-sheltered annuity.
- 12) Tuition reimbursement in accordance with Board Policy 6070.
- 13) An additional \$600 IRS Code Section 125 reimbursement benefit allocation to be used as authorized by appropriate Board of Education policies and procedures.
- 14) Voluntary termination benefits as provided in Board Policy 6432, except as follows: in lieu of Section D, Paragraph 7 of Board Policy 6432, participants shall have their last four year's annual salary increased by an amount equal to 6% of their previous year's annual base salary. The 6% increase shall be in lieu of any salary increase, which the Retiree would otherwise receive. Salary shall be defined as base salary, paid for the performance of regular duties as an educational support staff member. The salary shall not include any stipends or compensation for any extra-curricular activities. Salary payments shall be paid as follows: For the first year, payments will be made over the employee's remaining paychecks. For the second year, payments will be added to the employee's base salary and paid throughout the year.

Section B - Vacations

1. ESP Managers may make application for vacations by:
 - 1) Submitting a ~~written~~ request at least 10 days prior to the requested vacation time to their immediate supervisor through the process outlined by the Human Resources Department.
 - 2) The immediate supervisor will approve or disapprove the request ~~and, if approved, will submit the request to the assistant superintendent for human resources for final approval.~~
 - 3) ~~The assistant superintendent for human resources will return the vacation request, with appropriate action stated, to the supervisor and to the administrator requesting the vacation.~~

Section C - Employees to be Covered Under ESP Managers Policy

Executive Assistant to the Director of Business Affairs
HR Specialists
Executive Assistant to the Assistant Superintendent of Ed Services
Executive Assistants to the Principals
Executive Assistant to the Assistant Superintendent for Business Affairs
Executive Assistant to the Superintendent
Head Trainers

Section C – Employees to be Covered Under ESP Managers Policy (continued)

Plant Operators
Assistant Plant Operators
Security Supervisors
Chief Technology Officer
Public Relations Coordinator
Auditorium Supervisors
All Level V Technology Positions
All Level IV Exempt Technology Positions

Adopted: August 31, 2009
Revised:

BOARD POLICY: ~~EDUCATIONAL SUPPORT PERSONNEL~~
~~EMPLOYEE FAMILY AND MEDICAL LEAVE~~

6370

Page 1 of 8 pages

Section A – General

1. ~~It is the policy of the Board of Education of Glenbrook High School District #225 that eligible educational support personnel employees shall be granted up to 12 weeks of unpaid leave per 12 month period, which shall be defined as the 12 month period measured forward from the date any eligible employee's first leave under this policy begins, in the following instances:~~
 - 1) ~~for the birth of a child and to care for the newborn child;~~
 - 2) ~~for the placement of a child for adoption or foster care and to care for the newly placed child;~~
 - 3) ~~to care for an eligible employee's spouse, child, or parent with a serious health condition; and~~
 - 4) ~~because of a serious health condition that makes an eligible employee unable to perform his or her job functions.~~
2. ~~As used in this policy, the term "eligible employee" means an educational support personnel (ESP) employee who has worked for the Board of Education for at least one year and for at least 1,250 hours during the year preceding the leave. All other terms shall be defined as defined in the Family and Medical Leave Act of 1993 (29 U.S.C. 2601 et seq.) (FMLA) and rules and regulations as promulgated by the United States Department of Labor.~~
3. ~~Notice of the Board's family and medical leave policy shall be included in the Board policy manual, posted where it can be readily seen by Board employees and applicants for employment, and published in any written guidance to Board of Education employees regarding employee benefits or leave rights.~~

Section B – Use of Accrued Paid Vacation, Emergency or Sick Days

~~The Board of Education, acting through the director of human resources, or the eligible employee may elect to substitute accrued paid vacation, sick or emergency leave for any FMLA-qualified purpose for all or part of the period of leave.~~

Section C—Continuation of Health Insurance

~~The Board of Education shall maintain health care coverage at Board expense for the duration of the 12-week family and medical leave period at the same level and under the same conditions that existed at the time of the commencement of this leave. Thereafter, with the approval of the insurance carrier, health care coverage may be continued at the expense of the eligible employee.~~

Section D—Accrued Benefits

~~No eligible employee taking family and medical leave shall experience the loss of benefits, such as group life insurance, disability insurance, or pension benefits, accrued before the date such leave commences.~~

Section E—Notification

- ~~1. An eligible employee shall provide the director of human resources at least 30 calendar days advance notice before the date the leave is to begin of the employee's intention to take the leave if the need for the leave is foreseeable based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the eligible employee or of the employee's parent, spouse, or child. Additional notice of the employee's intention to return to work shall be provided to the assistant superintendent for business affairs at least 30 calendar days before the date the leave is to terminate.~~
- ~~2. An eligible employee shall make every reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the Board, subject to the approval of the health care provider.~~
- ~~3. If 30 calendar days advance notice is not practicable due to a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice of the eligible employee's intention to take leave must be given to the director of human resources as soon as practicable after the need for leave becomes known to the employee.~~

Section F – End of Academic Term

~~If an eligible employee is employed principally in an instructional capacity and begins family and medical leave:~~

- ~~1. — more than five weeks prior to the end of an academic term, the director of human resources may require the leave to extend to the end of the academic term if the leave is of at least three weeks duration and the return to employment would occur within three weeks of the end of the academic term; or~~
- ~~2. — less than five weeks prior to the end of the academic term, and the leave is for a purpose other than the employee's own serious health condition, the director of human resources may require the leave to extend to the end of the academic term if the leave is of at least two weeks duration and the return to employment would occur within two weeks of the end of the academic term; or~~
- ~~3. — less than three weeks prior to the end of the academic term, and the leave is for a purpose other than the employee's own serious health condition, the director of human resources may require the leave to extend to the end of the term if it is greater than five working days.~~

Section G – Intermittent Leave or Leave on a Reduced Schedule

- ~~1. — Where leave is taken because of a birth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only upon approval of the Board or its designee. Where leave is taken to care for a spouse, parent, or child with a serious health condition or for an employee's own serious health condition, leave may be taken intermittently or on a reduced leave schedule when medically necessary.~~
- ~~2. — If an eligible employee employed principally in an instructional capacity requests intermittent leave or leave on a reduced schedule for medical treatment which is foreseeable and requires the employee to be on leave for more than 20% of the total number of working days in the period over which the leave extends, the director of human resources may require the employee to elect either:
 - ~~1) — to take leave for a block of time not to exceed the duration of the planned medical treatment; or~~
 - ~~2) — to transfer temporarily to an available alternate position for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave.~~~~

Section H – Medical Certification

1. ~~Should an eligible employee request family and medical leave to care for a spouse, parent, or child with a serious health condition or for the employee's own serious health condition, the employee shall, within fifteen (15) days of director of human resources' request, provide written certification from a health care provider of the reasons for the employee's request for family and medical leave.~~
2. ~~The Board may, at its expense, require the opinion of a second health care provider to confirm or challenge the certification from the employee's health care provider.~~
3. ~~In the case of conflicting opinions, the Board, at its expense, may require a third, binding opinion from a jointly selected health care provider.~~
4. ~~During the period of an eligible employee's family and medical leave to care for the employee's parent, spouse, or child with a serious health condition or for the employee's own serious health condition, the Board may require at reasonable intervals periodic recertification from the health care provider of the employee or the employee's spouse, parent, or child.~~
5. ~~Prior to returning to work from leave due to an eligible employee's serious health condition, the employee shall provide to the Board a certification from the health care provider rendering an opinion as to the employee's fitness to return to work.~~

Section I – Restoration

~~An eligible employee returning from family and medical leave shall be restored to the same or an equivalent position with equivalent benefits, pay, and other conditions of employment.~~

Section A - Leave Description

An eligible employee may use unpaid family and medical leave (FMLA leave), guaranteed by the federal Family and Medical Leave Act, for up to a combined total of 12 weeks each year, beginning September 1 and ending August 31 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 herein) with a serious injury or illness. The "single 12-month period" is measured forward from the date of the employee's first FMLA leave to care for the covered servicemember begins.

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

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

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 covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. A "covered military member" must be either a member of a Reserve component or a retired member of the regular Armed Forces or Reserve. "Qualifying exigencies" exist in the following categories: short-notice deployment, military events and related activities, childcare and school activities, financial and legal arrangements, rest and recuperation, post-deployment activities, and additional activities as provided in the FMLA regulations.

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. A "covered service member" is a member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty for which he or she is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list.

If spouses are employed by the District, they may together take only 12-weeks for FMLA leaves when the reason for the leave is 1 or 2, above, or to take 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 FMLA regulations.

Section B – Eligibility

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

1. The employee has been employed by the District for at least 12 months and has completed including use of paid leaves at least 1,250 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 District need not be consecutive. However, the District will not consider any period of previous employment that occurred more than 7 years before the date of the most recent hiring, except when the service break is due to National Guard or Reserve military service or when a written agreement exists concerning the District's intention to rehire the employee.
2. The employee is a full-time classroom teacher.

Section C – Requesting Leave

If the need for the FMLA leave is foreseeable, an employee must provide the superintendent 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 District'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 superintendent 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.

Section D – Certification

Within 15 calendar days after the 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 certificate completed 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 certificate completed 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 certificate completed 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 copy of the covered military member’s active duty orders or other documentation issued by the military indicating that the military member is on active duty or call to active duty status in support of a contingency operation, and the dates of the covered military member’s active duty service.

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

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

Section E – 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 District’s obligation to maintain health insurance coverage ceases if an employee’s premium payment is more than 30 days late and the District notifies the employee at least 15 days before coverage will cease.

Section F – Changed Circumstances and Intent to Return

An employee must provide the superintendent or designee reasonable notice of changed circumstances (i.e., within 2 business days if the changed circumstances are foreseeable) that will alter the duration of the FMLA leave. The superintendent 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 8 consecutive weeks whether he or she intends to return to work.

Section G – 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 District may impose as provided in the FMLA or implementing regulations, and (2) the District’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.

Section H – Implementation

The superintendent 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.

Approved: March 25, 1996
Revised: September 25, 2000
Revised:

BOARD POLICY: ILLINOIS FREEDOM OF INFORMATION ACT (FOIA) 9000-9100

Page 1 of 3 pages

Section A – ~~Introduction~~ Access to District Public Records

It is the policy of the Board of Education of District #225 to comply with the Illinois Freedom of Information Act (Act). Section 1 of the Act states the fundamental intent of the Act: "all persons are entitled to full and complete information regarding the affairs of government and the official acts and policies of those who represent them as public officials and public employees consistent with the terms of this Act." Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Section B – ~~Compliance Officer~~ Freedom of Information Officer

The secretary of the Board of Education shall serve as the Illinois Freedom of Information Act compliance officer for the district. All requests for inspection or copies of records shall be made to the secretary of the Board. The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Section C - Definition

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

Section D - Requesting Records

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

Section E—Procedures

~~The superintendent is directed to develop procedures to implement this policy in a manner consistent with this policy and the Act.~~

Section E - Responding to Requests

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

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

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

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

~~Section C—Fee Structure~~ F - Copying Fees

~~1. The following fees shall be charged for reproducing and certifying district records:~~

~~1) The fee for reproducing documents shall be 10 cents per page.~~

~~2) The fee for certifying any document shall be an additional 10 cents per page.~~

~~2. No fees shall be charged for inspecting records when no copies are requested.~~

~~3. The Board of Education authorizes the superintendent to waive or reduce all fees if the superintendent determines that a waiver or reduction of the fee is in the public interest.~~

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Section D G - Inspection and Copying of District Records

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer or designee. Inspection of district records shall be conducted in the presence of the Freedom of Information Officer, designee or a district employee responsible for maintaining the records designated by the Freedom of Information Officer or designee. The copying of district records shall be performed by the Freedom of Information Officer or a district employee responsible for maintaining the records designated by the Freedom of Information Officer or designee. Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Section H - Preserving Public Records

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

Section I - File of Requests

The secretary of the Board of Education shall maintain in a single district office file, the following documents: (1) copies of all requests for inspection or copies of records, (2) copies of all notices of denial for inspection or copying of records, (3) records of all waiver or reduction of fees under this policy; and (4) copies of any other written correspondence between any individual and the Freedom of Information Officer or designee regarding the Act.

The file shall be open to any person for inspection.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16.
820 ILCS 130/5.

Approved: September 25, 1989

Reviewed: April 8, 2002

Revised:

Section A—Introduction

The Board of Education of District #225 has directed the staff to develop procedures to implement the Illinois Freedom of Information Act (Act). The following procedures are intended to accomplish this directive.

Section B—Opportunity to Inspect and Copy Public Records

1. All persons may inspect and receive copies of all public records maintained by the district which are not exempt from inspection and copying by the reasons listed in Section F of these procedures.
2. Individuals who are interested in obtaining access to public records maintained by the district, shall submit a request in writing using the form contained in Appendix A of these procedures.
3. Copies of the form may be obtained at any of the district's locations listed in Appendix B of these procedures.
4. Completed copies of the form shall be submitted to the secretary of the Board of Education, whose office is located at 1835 Landwehr Road, Glenview, Illinois 60025.
5. The written request shall specify the particular record(s) to be inspected or copied.
6. The request may include a request for a certified copy of a record.
7. Requests for information may be made by telephone to the secretary of the Board, who shall prepare a draft of the required form. However, individuals making such requests shall be required to complete the form prior to inspecting or obtaining copies of the records.
8. The Act does not require the district to maintain, compile, or prepare any record which the district does not maintain, compile, or prepare, in the ordinary course of its operations.

Section C—Time Records May be Inspected

1. District records may be inspected only by appointment scheduled through the secretary of the Board of Education. The appointment shall be scheduled in a manner consistent with the timelines contained in Section D of these procedures.
2. District records may be inspected during normal working days from 8:00 a.m. to 4:30 p.m. at the district location which the records are normally maintained. Inspection of district records shall only be conducted in the presence of the district employee responsible for maintaining the records.

Section D—Responses to Requests

1. ~~The district shall comply with or deny a request within seven working days after the receipt of the request by the secretary of the Board of Education.~~
2. ~~An additional seven working days shall be available for the district to respond to a request if:~~
 - 1) ~~The records are not stored at the district Administration Building;~~
 - 2) ~~A substantial number of records must be collected;~~
 - 3) ~~The request is categorical in nature and therefore, requires an extensive search;~~
 - 4) ~~The records cannot be located within the initial seven days;~~
 - 5) ~~An evaluation by the Board's attorney is required to determine whether the records are exempt under Section 7 of the Act;~~
 - 6) ~~Compliance within the initial seven working days would constitute an undue burden or interference with the regular operation of the district; or~~
 - 7) ~~There is need for consultation with another public body which has a substantial interest in the determination or in the subject matter of the request.~~
3. ~~If additional time is required to respond to the request, the secretary of the Board shall respond to the individual requesting the records in writing within seven working days of the initial receipt of the request, indicating the need for additional time and the reason the time is needed.~~

Section E—Denial of a Request

1. ~~If a request is denied, the secretary of the Board shall inform in writing, the individual making the request of:~~
 - 1) ~~The decision to deny;~~
 - 2) ~~The reason for the denial and, if on account of an exemption provided for in Section 7 of the Act, the exemption on which the denial is based;~~
 - 3) ~~The name and title of each person responsible for the denial;~~
 - 4) ~~The individual's right to appeal the denial to the superintendent.~~

Section E – Denial of a Request (Continued)

2. — Any person denied an opportunity to inspect or receive copies of a district record may appeal that decision by a written notice of appeal to the superintendent within thirty days after the notice of denial is issued. The superintendent's office is located at 1835 Landwehr Road, Glenview, Illinois 60025. The superintendent shall notify in writing the individual making the appeal of the superintendent's decision within seven working days after the receipt of the notice of the appeal. A notice of denial shall inform the person of the right to judicial review under Section 11 of the Act.
3. — If the appeal is denied, or a timely response is not made, the individual appealing is deemed to have exhausted administrative remedies and may pursue other remedies provided by the Act.

Section F – Basis for Denial of Records

A request may be denied by the district if:

1. — The records are exempt under Section 7 of the Act;
2. — The request is made for all records in a category the compliance of which would be unduly burdensome to the district. If this is the case, the secretary of the Board shall notify the individual making the request and provide the individual with an opportunity to confer so as to narrow the request. If this effort to narrow the request fails, the secretary of the Board shall notify the individual in writing of the reasons the request would be unduly burdensome;
3. — Repeated requests for the same records are made;
4. — The purpose of a request is to further a commercial enterprise.

Section G – Records Exempt from Inspection or Copying

A list of the records which are exempt from inspection and copying is contained in Section 7 of the Act. Interested individuals are encouraged to refer to Section 7 for the specific language of the Act. A copy of the Act may be obtained from the secretary of the Board of Education without charge.

Section H – Dissemination of Information About the District

1. — The public information contained in Appendix B of these procedures shall be:
 - 1) — Prominently displayed at each of the district's sites;
 - 2) — Made available for inspection;

Section H—Dissemination of Information About the District (Continued)

- 3) ~~Copies made available upon request to the secretary of the Board of Education; and~~
- 4) ~~Sent through the mail if requested to the secretary of the Board of Education.~~
2. ~~The secretary of the Board of Education shall be responsible for annually updating the information contained in Appendix B and displayed at each of the district's sites.~~

Section I—List of Records Maintained by the District

~~A list of records maintained by the district is contained in Appendix C of these procedures.~~

Section J—File of Requests

1. ~~The secretary of the Board of Education shall maintain in a single district office file, the following documents:~~
 - 1) ~~copies of all requests for inspection or copies of records;~~
 - 2) ~~copies of all notices of denial for inspection or copying of records;~~
 - 3) ~~records of all waiver or reduction of fees under this policy; and~~
 - 4) ~~copies of any other written correspondence between any individual and the secretary of the Board regarding the Act.~~
2. ~~The file shall be open to any person for inspection.~~

Section K—Information to the Board of Education

~~The secretary of the Board of Education shall report any requests made of the district under provisions of the Act and shall report the status of the district's response.~~

APPENDIX A

REQUEST TO INSPECT OR COPY RECORDS

TO: James Lacivita DATE REQUEST SUBMITTED: _____
Secretary
Board of Education
Glenbrook High School District #225
1835 Landwehr Road
Glenview, Illinois 60025

I, _____
_____ _____
Print Name Telephone Number

_____ Address

hereby request the opportunity to (circle appropriate item):

- a) _____ inspect or
- b) _____ receive copies of the following record(s) or
- c) _____ receive certified copies of the following record(s)

(Describe the specific records as precisely as you can.)

District records may be inspected during normal working days from 8:00 a.m. to 4:30 p.m. at the district location where the records are normally maintained. District records may only be inspected by appointment scheduled through the secretary of the Board of Education.

I understand that I may be charged 10 cents per page for receiving copies of documents and an additional 10 cents per page for certification. I further understand that these records are not to be used to further a commercial enterprise.

_____ Signature

Date Request Received: _____

Request Received By: _____

APPENDIX B

Glenbrook High School District #225

Illinois Freedom of Information Act

NOTICE OF PROCEDURE FOR REQUESTING RECORDS

~~Requests for public records should be made in writing and should be submitted on a form, copies of which are available at any of the district's offices. Requests for public records should be directed to:~~

Mr. James Lacivita
Secretary
Board of Education
Glenbrook High School District #225
1835 Landwehr Road
Glenview, Illinois 60025

~~Fees to be charged for duplication shall be 10 cents per page and an additional 10 cents per page for certifying documents. These fees may be waived if the superintendent determines that the request is in the public interest.~~

~~There shall be no charge for the search or inspection of public records.~~

PURPOSE OF THE DISTRICT

~~It is the purpose of the Northfield Township High School District #225 to provide a secondary school education to eligible residents of the district.~~

LOCATION OF DISTRICT OFFICES

~~Offices of the Northfield Township High School District #225 are located in the district Administration Building located at 1835 Landwehr Road, Glenview, Illinois 60025.~~

APPENDIX BPUBLIC INFORMATIONORGANIZATION

The Northfield Township High School District is organized as indicated on the attached chart.

The district operates schools located at:

Glenbrook North High School	Glenbrook Evening High School
2300 Shermer Road	1835 Landwehr Road
Northbrook, Illinois 60062	Glenview, Illinois 60025

Glenbrook South High School	Glenbrook Special Education Off-Campus Center
4000 West Lake Avenue	614 Anthony Trail
Glenview, Illinois 60025	Northbrook, Illinois 60025

TOTAL OPERATING BUDGET

The total operating BUDGET of the Northfield Township High School District #225 for school year 2001-02 is \$73,832,000. A copy of the district's official 2001-02 budget, dated September 24, 2001 may be reviewed by contacting the district's director of business affairs:

Dr. Craig Schilling
 Director of Business Affairs
 Glenbrook High School District #225
 1835 Landwehr Road
 Glenview, Illinois 60025
 Telephone: (847) 486-4725

APPROXIMATE NUMBER OF EMPLOYEES

The school district employs approximately 710 full and part-time employees.

GOVERNING BOARD

The school district is governed by a Board of Education. Present members are:

Sarah Beyne
 Karen Long (Vice President)
 Elias N. Matsakis
 A. Andrew Olson III
 Carol J. Rogal (President)
 Tom Shaer
 Donna Rose Torf

APPENDIX C

LIST OF RECORDS MAINTAINED BY THE DISTRICT

Following is a partial list of the records maintained by the Glenbrook High Schools:

~~Accounts Payable Records
Board of Education Policies and Procedures
Final Collective Bargaining Agreements
Final Planning Documents
Financial Records
Minutes of Board of Education Meetings
Payroll Records
Personnel Files
State & Federal Grant Applications
Student Achievement Records
Student Attendance Records
Student Grade Records
Student/Parent Handbooks~~

Section A – Access to and Copying of District Public Records

<u>Actor</u>	<u>Action</u>
<u>School Board</u>	<p><u>Appoints, or designates the Superintendent to appoint, a Freedom of Information Officer to perform the duties of that office as specified in the Freedom of Information Act (FOIA) and is responsible for managing the District’s compliance with FOIA.</u></p> <p><u>Determines from time-to-time by Board resolution:</u></p> <ol style="list-style-type: none"> 1. <u>Copying fees that are reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the records.</u> 2. <u>The amount by which copy fees will be reduced if the person making the request states a specific purpose for the request that is in the public interest (5 ILCS 140/6). A request is in the public interest if its purpose is to access and disseminate information regarding the health, safety and welfare, or the legal rights of the general public, and is not for the principal purpose of personal or commercial benefit. In setting the reduction, the Board may consider the amount of materials requested and the cost of copying them.</u> <p><u>Monitors full compliance with FOIA and Board policy 9100, Section A, Access to District Public Records.</u></p> <p><u>Budgets sufficient resources to enable full compliance with FOIA.</u></p> <p><u>Receives the report from the Superintendent during regular meetings concerning each FOIA request and the status of the District’s response. 105 ILCS 5/10-16.</u></p>
<u>Freedom of Information Officer</u>	<p><u>Manages FOIA compliance</u></p> <p><u>Manages the District’s compliance with FOIA, 5 ILCS 140/, and performs the following duties as specified in FOIA, 5 ILCS 140/3.5:</u></p> <ol style="list-style-type: none"> 1. <u>Receives FOIA requests, ensures that the District responds to requests in a timely fashion, and issues responses under FOIA.</u> 2. <u>Develops a list of documents or categories of records that will be immediately disclosed upon request. See Section E, Immediately Available Public Records.</u> 3. <u>Upon receiving a request for a public record, (a) notes the date the District receives the written request; (b) computes the day on which the period for response will expire and makes a notation of that date on the written request; (c) maintains an electronic or paper copy of a written request, including all documents submitted with the request until the request has been complied with or denied; and (d) creates a file for the retention of the original request, a copy of the response, a record of written communications with the requester, and a copy of other communications.</u>

<u>Actor</u>	<u>Action</u>
	<p><u>Identifies other staff members to assist with FOIA compliance and delegates specific responsibilities to them.</u></p> <p><u>Informs and/or trains staff members concerning their respective responsibilities regarding FOIA. This includes explaining the requirement that all FOIA requests must be immediately forwarded to the Freedom of Information Officer including those that are received via email.</u></p> <p><u>Training requirements prior to July 1, 2010</u></p> <p><u>Successfully completes the training program administered by the Public Access Counselor in the Attorney General’s office.</u></p> <p><u>Training requirements after July 1, 2010</u></p> <p><u>Successfully completes the annual training program developed by the Public Access Counselor in the Attorney General’s office. Each newly appointed Freedom of Information Officer must successfully complete the training program within 30 days after assuming the position.</u></p> <p><u>Posting and availability requirements</u></p> <p><u>Prominently displays at each administrative office and school, and posts on the District website, if any, the following: (1) a brief description of the District, and (2) the methods for requesting information and District public records, directory information listing the Freedom of Information officer and where requests for public records should be directed, and any fees. 5 ILCS 140/4. This information must be copied and mailed if requested.</u></p> <p><u>Maintains and makes available for inspection and copying a reasonably current list of all types or categories of records under the District’s control. 5 ILCS 140/5. The following list contains both exempt and non-exempt records:</u></p> <p><u>Board governance</u> <u>Includes: Board meeting calendar and notices, Board meeting agendas and minutes, Board policy</u></p> <p><u>Fiscal and business management</u> <u>Includes: levy resolution and certificate of tax levy, audit, line-item budget, grant documents, account statements, accounts payable list, contracts, legal notices, bidding specifications, requests for proposals</u></p> <p><u>Personnel</u> <u>Includes: employee contact information, salary schedules, staff handbook, collective bargaining agreements, personnel file material</u></p> <p><u>Students and instruction</u> <u>Includes: accountability documents, calendars, student handbooks, learning outcomes, student school records</u></p> <p><u>Copying fees</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>Recommends a copying fee schedule to the Board from time-to-time as appropriate that complies with 5 ILCS 140/6, including the following:</u></p> <ol style="list-style-type: none"> 1. <u>The copying fee, except when it is otherwise fixed by statute, must be reasonably calculated to reimburse the District’s actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. The costs of any search for and review of the records or other personnel costs associated with reproducing the records are not included in the fee calculation.</u> 2. <u>Statutory fees applicable to copies of public records when furnished in a paper format are not applicable to those records when furnished in an electronic format.</u> 3. <u>No fee is charged for the first 50 pages of black and white, letter or legal sized copies furnished to a requester.</u> 4. <u>The fee for black and white, letter or legal sized copies shall not exceed 15 cents per page.</u> 5. <u>If the District provides copies in color or in a size other than letter or legal, the fee may not be more than its actual cost for reproducing the records.</u> <p><u>Manages and collects the copying fees described above.</u></p> <p><u>Response</u></p> <p><u>Complies with or denies a request for inspection or copying within 5 business days of receiving a records request, unless the time for response is extended. 5 ILCS 140/3. Makes decisions whether to comply or deny the request according to Board policy 9100, Section A, Access to District Public Records.</u></p> <p><u>Redacts any and all exempt portion(s) of requested records containing both exempt and non-exempt material and releases the remaining material. 5 ILCS 140/7. Reviewing past responses to FOIA requests will promote uniform treatment of requests for similar records.</u></p> <p><u>Complies with the Personnel Record Review Act concerning a request for a disciplinary report, letter of reprimand, or other disciplinary action. Does not provide any of these documents that is more than 4 years old. Provides the employee with written notice on or before the day any such document is released, unless notice is not required under the Personnel Record Review Act. 5 ILCS 140/7.5(q); 820 ILCS 40/7 and 40/8.</u></p> <p><u>Extension of time</u></p> <p><u>Identifies the need to extend the time for a response for any of the reasons stated in 5 ILCS 140/3(e)(i-vii), quoted below:</u></p> <ol style="list-style-type: none"> (i) <u>the requested records are stored in whole or in part at other locations than the office having charge of the requested records;</u>

<u>Actor</u>	<u>Action</u>
	<p>(ii) <u>the request requires the collection of a substantial number of specified records;</u></p> <p>(iii) <u>the request is couched in categorical terms and requires an extensive search for the records responsive to it;</u></p> <p>(iv) <u>the requested records have not been located in the course of routine search and additional efforts are being made to locate them;</u></p> <p>(v) <u>the requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under Section 7 of FOIA or should be revealed only with appropriate deletions;</u></p> <p>(vi) <u>the request for records cannot be complied with by the public body within the time limits prescribed by paragraph (c) of Section 3 of FOIA without unduly burdening or interfering with the operations of the public body; or</u></p> <p>(vii) <u>there is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request.</u></p> <p><u>Performs one of the following actions within 5 business days after receipt of the request:</u></p> <ol style="list-style-type: none"> <u>1. Notifies the person making the request that the District is extending its time for response for no longer than 5 business days from the original due date, and identifies the reason for the delay and the date on which a response will be made. 5 ILCS 140/3(e) and (f).</u> <u>2. Confers with the person making the request in an attempt to reach an agreement on an extended compliance date. The agreement must be in writing. 5 ILCS 140/3(e).</u> <p><u>Unduly burdensome requests</u></p> <p><u>Confers with the person making an unduly burdensome request in an attempt to reduce the request to manageable proportions. A request may be unduly burdensome due, for example, to the request’s breadth. Explains to the requester in writing when a request continues to be unduly burdensome specifying the reason why the request is unduly burdensome.</u></p> <p><u>Requests for commercial purposes</u></p> <p><u>Handles requests for commercial purposes according to 5 ILCS 140/3.1. Commercial purpose is defined in 5 ILCS 140/2(c-10) as:</u></p> <p><u>[T]he use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>commercial purpose</u> when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education.</p> <p><u>Responds to a request for records to be used for a commercial purpose within 21 working days after receipt. The response must be one of the following: (a) provide an estimate of the time required by the District to provide the records and an estimate of the fees, which the requester may be required to pay in full before copying the requested documents, (b) deny the request pursuant to one or more of the exemptions, (c) notify the requester that the request is unduly burdensome and extend an opportunity to attempt to reduce the request to manageable proportions, or (d) provide the records requested.</u></p> <p><u>Complies with a request, unless the records are exempt from disclosure, within a reasonable period considering the size and complexity of the request, and giving priority to records requested for non-commercial purposes.</u></p> <p><u>Denying a request</u></p> <p><u>Complies with 5 ILCS 140/9 by:</u></p> <ol style="list-style-type: none"> 1. <u>Providing the requester with a written response containing: (a) the reasons for the denial, including a detailed factual basis for the application of any exemption claimed, (b) the names and titles or positions of each person responsible for the denial, and (c) information about his or her right to review by the Public Access Counselor (include the address and phone number for the Public Access Counselor), and to judicial review under 5 ILCS 140/11.</u> 2. <u>Specifying the exemption claimed to authorize the denial and the specific reasons for the denial, including a detailed factual basis and a citation to supporting legal authority when the denial is based on the grounds that the records are exempt under 5 ILCS 140/7.</u> 3. <u>Provides written notice to the requester and the Public Access Counselor, within the time periods provided for responding to a request, of the District’s intent to deny the request in whole or in part under Section 7(1)(c) (personal information) or Section 7(1)(f) (preliminary drafts, notes, recommendations, memoranda. and other records in which opinions are expressed, or policies or actions are formulated). Includes in this notice: (a) a copy of the request, (b) the District’s proposed response, and (c) a detailed summary of the District’s basis for asserting the exemption. 5 ILCS 140/9(b).</u> <p><u>Retains copies of all notices of denial in a single central office file that is open to the public and indexed according to the type of</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>exemption asserted and, to the extent feasible, according to the types of records requested. 5 ILCS 140/9.1.</u></p> <p><u>Consults with the Board Attorney</u></p> <p><u>Consults with the Board Attorney:</u></p> <ol style="list-style-type: none"> 1. <u>As necessary for legal advice concerning compliance with FOIA and responses to specific requests.</u> 2. <u>For legal advice when communicating with or upon receiving communications from the office of the Illinois Attorney General or Public Access Counselor.</u>

Section B - Text from P.A. 96-542 Containing Some of the More Utilized FOIA Exemptions

Section 7. Exemptions (5 ILCS 140/7)

- (1) When a request is made to inspect or copy a public record that contains information that is exempt from disclosure under this Section, but also contains information that is not exempt from disclosure, the public body may elect to redact the information that is exempt. The public body shall make the remaining information available for inspection and copying. Subject to this requirement, the following shall be exempt from inspection and copying:
- (a) Information specifically prohibited from disclosure by federal or State law or rules and regulations implementing federal or State law.
 - (b) Private information, unless disclosure is required by another provision of this Act, a State or federal law or a court order.
 - (c) Personal information contained within public records, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. "Unwarranted invasion of personal privacy" means the disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject's right to privacy outweighs any legitimate public interest in obtaining the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy.
 - (d) Records in the possession of any public body created in the course of administrative enforcement proceedings, and any law enforcement or correctional agency for law enforcement purposes, but only to the extent that disclosure would:
 - (i) interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency that is the recipient of the request;
 - (ii) interfere with active administrative enforcement proceedings conducted by the public body that is the recipient of the request;
 - (iii) create a substantial likelihood that a person will be deprived of a fair trial or an impartial hearing;
 - (iv) unavoidably disclose the identity of a confidential source, confidential information furnished only by the confidential source, or persons who file complaints with or provide information to administrative, investigative, law enforcement, or penal agencies; except that the identities of witnesses to traffic accidents, traffic accident reports, and rescue reports shall be provided by agencies of local government, except when disclosure would interfere with an active criminal investigation conducted by the agency that is the recipient of the request;

- (v) disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct, and disclosure would result in demonstrable harm to the agency or public body that is the recipient of the request;
- (vi) endanger the life or physical safety of law enforcement personnel or any other person; or
- (vii) obstruct an ongoing criminal investigation by the agency that is the recipient of the request.

- (f) Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body. The exemption provided in this paragraph (f) extends to all those records of officers and agencies of the General Assembly that pertain to the preparation of legislative documents.
- (g) Trade secrets and commercial or financial information obtained from a person or business where the trade secrets or commercial or financial information are furnished under a claim that they are proprietary, privileged or confidential, and that disclosure of the trade secrets or commercial or financial information would cause competitive harm to the person or business, and only insofar as the claim directly applies to the records requested.
 - (i) All trade secrets and commercial or financial information obtained by a public body, including a public pension fund, from a private equity fund or a privately held company within the investment portfolio of a private equity fund as a result of either investing or evaluating a potential investment of public funds in a private equity fund. The exemption contained in this item does not apply to the aggregate financial performance information of a private equity fund, nor to the identity of the fund's managers or general partners. The exemption contained in this item does not apply to the identity of a privately held company within the investment portfolio of a private equity fund, unless the disclosure of the identity of a privately held company may cause competitive harm.

Nothing contained in this paragraph (g) shall be construed to prevent a person or business from consenting to disclosure.

- (h) Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the body, until an award or final selection is made. Information prepared by or for the body in preparation of a bid solicitation shall be exempt until an award or final selection is made.
- (i) Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss. The exemption for "computer geographic systems" provided in this paragraph (i) does not extend to requests made by news media as defined in Section 2 of this Act when the requested information is not otherwise exempt and the only purpose of the request is to access and disseminate information regarding the health, safety, welfare, or legal rights of the general public.
- (j) The following information pertaining to educational matters:
 - (i) test questions, scoring keys and other examination data used to administer an academic examination;
 - (ii) information received by a primary or secondary school, college, or university under its procedures for the evaluation of faculty members by their academic peers;

- (iii) information concerning a school or university's adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student; and
 - (iv) course materials or research materials used by faculty members.
 - (k) Architects' plans, engineers' technical submissions, and other construction related technical documents for projects not constructed or developed in whole or in part with public funds and the same for projects constructed or developed with public funds, including but not limited to power generating and distribution stations and other transmission and distribution facilities, water treatment facilities, airport facilities, sport stadiums, convention centers, and all government owned, operated, or occupied buildings, but only to the extent that disclosure would compromise security.
 - (l) Minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act.
 - (m) Communications between a public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies.
 - (n) Records relating to a public body's adjudication of employee grievances or disciplinary cases; however, this exemption shall not extend to the final outcome of cases in which discipline is imposed.
 - (o) Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials exempt under this Section.
 - (p) Records relating to collective negotiating matters between public bodies and their employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.
 - (q) Test questions, scoring keys, and other examination data used to determine the qualifications of an applicant for a license or employment.
 - (r) The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under the Eminent Domain Act, records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
 - (s) Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self insurance pool or jointly self administered health and accident cooperative or pool. Insurance or self insurance (including any intergovernmental risk management association or self insurance pool) claims, loss or risk management information, records, data, advice or communications.
- ***
- (v) Vulnerability assessments, security measures, and response policies or plans that are designed to identify, prevent, or respond to potential attacks upon a community's population or systems, facilities, or installations, the destruction or contamination of which would constitute a clear and present danger to the health or safety of the community, but only to the extent that disclosure could reasonably be expected to jeopardize the effectiveness of the

measures or the safety of the personnel who implement them or the public. Information exempt under this item may include such things as details pertaining to the mobilization or deployment of personnel or equipment, to the operation of communication systems or protocols, or to tactical operations.

- (x) Maps and other records regarding the location or security of generation, transmission, distribution, storage, gathering, treatment, or switching facilities owned by a utility, by a power generator, or by the Illinois Power Agency.
- (y) Information contained in or related to proposals, bids, or negotiations related to electric power procurement under Section 1.75 of the Illinois Power Agency Act and Section 16.111.5 of the Public Utilities Act that is determined to be confidential and proprietary by the Illinois Power Agency or by the Illinois Commerce Commission.

Section 7.5. Statutory Exemptions (5 ILCS 140/7.5)

To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying:

- (b) Library circulation and order records identifying library users with specific materials under the Library Records Confidentiality Act.

- (h) Information the disclosure of which is exempted under the State Officials and Employees Ethics Act, and records of any lawfully created State or local inspector general's office that would be exempt if created or obtained by an Executive Inspector General's office under that Act.

- (q) Information prohibited from being disclosed by the Personnel Records Review Act.
- (r) Information prohibited from being disclosed by the Illinois School Student Records Act.

Section C - Protocols for Record Preservation and Development of Retention Schedules

<u>Actor</u>	<u>Action</u>
<p><u>All Staff and School Board Members</u></p>	<p><u>No district record, as defined in the Illinois Local Records Act, shall be destroyed except as provided herein.</u></p> <p><u>“Public record means any book, paper, map, photograph, digitized electronic material, or other official documentary material, regardless of physical form or characteristics, made, produced, executed or received by any agency or officer pursuant to law or in connection with the transaction of public business and preserved or appropriate for preservation by such agency or officer, or any successor thereof, as evidence of the organization, function, policies, decisions, procedures, or other activities thereof, or because of the informational data contained therein.”</u> <u>50 ILCS 205/3.</u></p> <p><u>Do not destroy any District record, no matter its form, if it is subject to a litigation hold.</u></p> <p><u>In federal lawsuits there is an automatic discovery of virtually all types of electronically created or stored data that might be relevant. Attorneys will generally notify their clients at the beginning of a legal proceeding to not destroy any electronic records that might be relevant. The receipt of a litigation hold or preservation letter from the Board’s attorney requires all potentially relevant electronic information to be identified, located, and preserved. This includes all e-mail, e-documents, the tapes and servers of discarded systems, and backup data stored elsewhere.</u></p>
<p><u>Superintendent</u></p>	<p><u>Assign the following activities to the Records Custodian and Chief Technology Officer:</u></p> <ol style="list-style-type: none"> 1. <u>Develop and maintain a protocol for preserving and categorizing District records;</u> 2. <u>Develop and maintain a record retention and destruction schedule; and</u> 3. <u>Develop protocols to implement a litigation hold.</u>
<p><u>Records Custodian and Chief Technology Officer</u></p>	<ol style="list-style-type: none"> 1. <u>Develop and maintain a protocol for preserving and categorizing District records.</u> <p><u>Develop and maintain a list of all District records organized in categories and sub-categories, e.g., records relating to business, students, personnel, board meetings, etc. Align this list with the list District records required by the Freedom of Information Act.</u> <u>5 ILCS 140/5.</u></p> <p><u>Paper records may be easier to locate than electronic records. Electronic records will potentially exist in all of the available servers, tapes, hard drives, computers, and similar types of electronic devices (e.g., laptops, Blackberrys, cell phones,</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>Palm Pilots, voicemail, etc.).</u></p> <p><u>Provide for keeping only “records” and destroying non-records. Avoid filing non-record material with records. Determine what is a non-record, e.g., identical copies of documents maintained in the same file; extra copies of printed or processed materials (official copies of which are retained by the office); blank forms; and personal communications.</u></p> <p><u>The goal is to control excessive accumulation of material. Non-record material may be destroyed at any time. 50 ILCS 205/9.</u></p> <p><u>Absent a litigation hold, email must be retained only when it contains: (1) evidence of the District’s organization, function, policies, procedures, or activities, or (2) informational data appropriate for preservation. Email that is conversational, personal, or contains brainstorming may generally be deleted.</u></p> <p><u>A consistent email retention policy for use across the District ensures that the necessary emails are being retained and emails that are not required to be preserved are purged on a regular basis.</u></p> <p><u>Identify and index the location of each category and sub-category of District records. Organize electronic record and data storage.</u></p> <p><u>The goal is to ensure that all documents, including electronically created ones, are retained for the required timeframes and are easy to retrieve and produce if necessary.</u></p> <p>2. <u>Develop and maintain a record retention schedule for submission to the Superintendent and eventually to the Local Records Commission.</u></p> <p><u>Prepare a list of public records that: (1) are not needed for current business, and (2) do not have sufficient administrative, legal, or fiscal value to warrant their further preservation. Stated differently, identify records that have no administrative, legal, or fiscal value.</u></p> <p><u>Records that have no administrative, legal, or fiscal value may be destroyed according to provisions in the Local Records Act. 50 ILCS 205/1 et seq.</u></p> <p><u>Prepare a schedule for record destruction by identifying the length of time a record category or series warrants retention after it has been received or produced by the District.</u></p> <p><u>The ultimate goal is to obtain permission to destroy unnecessary public records. The Local Records Commission must approve the destruction of any public record. 50 ILCS 205/7, 44 Ill.Admin.Code Part 4000 (Local Records Commission for agencies comprising counties of less than</u></p>

<u>Actor</u>	<u>Action</u>
	<p><u>3,000,000 inhabitants); 44 Ill.Admin.Code Part 4500 (Local Records Commission of Cook County). See the Archives Department on the Secretary of State’s website.</u></p> <p><u>A list can be used when applying for authority to destroy records. A schedule can be used when applying for continuing authority to destroy records after specified periods of time or the occurrence of specified events.</u></p> <p><u>The School Code and other statutes (e.g., statutes of limitations) contain mandatory retention timelines. The Board’s attorney should be consulted.</u></p> <p><u>The e-discovery rules provide a safe harbor for parties during a lawsuit that cannot provide information because it was destroyed as a result of routine practices.</u></p> <p><u>Determine whether each sub-category of documents should be reproduced by photography, microphotographic processes, or digitized electronic format.</u></p> <p><u>If a record is reproduced in accordance with standards published by the Local Records Commission, the original may be destroyed. The reproduction’s destruction must be according to the approved record retention schedule.</u></p> <p>3. <u>Develop protocols to implement a litigation hold.</u></p> <p><u>Understand what a <i>litigation hold</i> is.</u></p> <p><u>A litigation hold refers to the notification made by the Board’s attorney telling the District to preserve all information that may be relevant to current or anticipated litigation. While it may occur anytime in the legal process, it will usually occur during discovery, the pretrial phase of a lawsuit designed to compel the exchange of information between parties. A litigation hold triggers the need to immediately suspend destruction of electronic and other records relevant to the current or potential claim.</u></p> <p><u>Specify how to implement a litigation hold, i.e.:</u></p> <ul style="list-style-type: none"> • <u>Who can trigger a litigation hold?</u> • <u>How is a litigation hold communicated?</u> • <u>Who should gather the records?</u> • <u>What records are subject to a litigation hold and who determines this?</u> • <u>In what format should records be gathered?</u> • <u>Where should records be gathered?</u> <p><u>Identify how to implement a litigation hold for all IT systems, including backup tapes, to ensure they are not deleted or overwritten as part of the normal tape rotation process.</u></p> <p><u>Prepare a map of potentially relevant data and otherwise assist the Board’s attorneys in locating all potentially relevant</u></p>

<u>Actor</u>	<u>Action</u>
	<u>information.</u>
<u>Superintendent</u>	<p><u>Submit new or revised record retention and destruction lists and schedules to the Local Records Commission for approval.</u></p> <p><u>Disseminate the record retention and destruction schedule, along with instructions, to all affected staff members and Board members.</u></p> <p><u>Immediately inform the Records Custodian and Chief Technology Officer whenever a record must be preserved because: (1) it may be relevant to present or future litigation, or (2) the Board attorney has notified the District to preserve a record, including electronic information (<i>litigation hold</i>).</u></p>

Section D – Written Request for District Public Records

All requests to inspect and/or to obtain a copy of a District record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the District’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records	Email address
Address	Telephone number
City	Date of request
State	Zip

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: “*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: “It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.”

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”

Please indicate your reason for requesting a fee waiver: _____

Record description <i>(Please be specific)</i>	<i>Check if you are requesting:</i>		
	Electronic Copy	Inspection	Copy

Section E – Immediately Available Public Records

The following public records are designated by the District’s Freedom of Information Officer as being immediately available on the District’s website and may be inspected, downloaded, printed, and/or copied. Any asterisked public record is immediately available for inspection or copying upon request at the District’s administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Web-posted records and information	Web-posting statutory reference and special instructions
<p>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</p> <p>*Public notice of each board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</p> <p>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</p>	<p>5 ILCS 120/2.02.</p>
<p>*Official open meeting minutes that are posted within 7 days of the Board’s approval and remain posted for at least 60 days</p>	<p>5 ILCS 120/2.06(b).</p>
<p>*Description of the District and its records including: Summary of the District’s purpose Functional subdivisions Total amount of operating budget Number and location of all of its separate offices Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District’s Statement of Affairs) Identification and membership of the Board Brief description of the methods whereby the public may request information and public records Directory for the Freedom of Information Officer Address where requests for public records should be directed Fees</p>	<p>5 ILCS 140/4, amended by P.A.96-542. The District must prominently post the list at each administrative office and make it available for inspection and copying.</p>

Web-posted records and information	Web-posting statutory reference and special instructions
Annual budget for current fiscal year, itemized by receipts and expenditures	105 ILCS 5/17-1.2. This may be accomplished using ISBE’s School District Budget Form 50-36 or the summary pages from it. 1 The budget must be submitted to ISBE no later than Oct. 30, 2009. The District must notify the parents or guardians of its students that the budget has been web-posted and what the website’s address is.
*District’s current report card (ISBE School Report Card Data Form 86-43)	105 ILCS 5/10-17a.
<p>Administrator Salary Compensation Report (itemized salary compensation report for every employee holding an administrative certificate and working in that capacity, including the Superintendent). For each District administrator:</p> <ul style="list-style-type: none"> • Base salary • Bonuses • Pension contributions • Retirement increases • Cost of health insurance • Cost of life insurance • Paid sick and vacation day payouts • Annuities • Other forms of compensation or income paid on behalf of the employee; e.g., travel and business expense reimbursements, non-base compensation such as use of a District vehicle, wellness incentives, gym memberships, etc. 	105 ILCS 5/10-20.46, added by P.A. 96-434. The Report must also be presented at a regular Board meeting and provided to the Regional Superintendent on or before October 1 of each year.
Current contracts with an exclusive bargaining representative(s)	105 ILCS 5/10-20.46, added by P.A. 96-434.
A listing of all contracts over \$25,000 for the current fiscal year	105 ILCS 5/10-20.44, as added by P.A. 95-707. After the initial web-posting, contracts should be added to the list as they are awarded by the Board.

Adopted: September 25, 1989
 Revised: November 13, 1989, April 8, 2002, _____

**BOARD POLICY: ADVERTISING AND DISTRIBUTING MATERIALS IN 9200
SCHOOLS PROVIDED BY NON-SCHOOL RELATED ENTITIES**

Section A - Advertising and Distributing Materials in Schools Provided by Non-School Related Entities

No material or literature shall be posted or distributed that would: (1) disrupt the educational process, (2) violate the rights or invade the privacy of others, (3) infringe on a trademark or copyright, or (4) be defamatory, obscene, vulgar, or indecent.

Section B – Community, Educational, Charitable, or Recreational Organizations

Community, educational, charitable, recreational, or similar groups may, under procedures established by the District, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included in the school's or District's website where appropriate. All material and literature must be student-oriented and have the sponsoring organization's name prominently displayed.

Section C - Commercial Companies and Political Candidates or Parties

1. Commercial companies may purchase space for their advertisements in or on: (1) athletic field fences; (2) scoreboards; (3) school or district websites; or (4) other appropriate locations. The advertisements must be consistent with this policy and its implementing procedures and must be approved by the School Board. No Board approval is required for commercial material related to graduation, class pictures, class rings, athletic, theater, music programs or student publications.
2. No individual or entity may advertise or promote its interests by using the names or pictures of the School District, any District school or facility, staff members, or students except as authorized by and consistent with administrative procedures and approved by the Board.

Section D - Political Candidates or Parties

Material from candidates and political parties will not be accepted for posting or distribution, except when used as part of the curriculum.

Approved: _____

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ADVERTISING AND 9200
DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED Page 1 of 2 pages
BY NON-SCHOOL RELATED ENTITIES

Section A - Requests from Community, Educational, Charitable, Recreational, or Other Organizations

<u>Actor</u>	<u>Action</u>
<u>Community, Educational, Charitable, Recreational, or Other Organizations</u>	<u>Direct to the building principal or designee all requests to advertise events pertinent to students' interests or involvement.</u> <u>Specifically describe the material or literature proposed to be displayed, distributed, or included in the school's website.</u> <u>Request specific dates for the material to be posted or distributed.</u>
<u>Building Principal or Designee</u>	<u>Screens all material before distributing or posting it to ensure compliance with the District's policy and procedures, including that all material and literature be student-oriented and have the sponsoring organization's name prominently displayed.</u> <u>Rejects all requests to post or distribute material or literature that would: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</u> <u>Determines the appropriate method and location for posting the material and/or distributing it, provided that any distribution by staff is done without discussion.</u> <u>Informs the organization whether its request is accepted or rejected.</u> <u>Removes all materials that are out-of-date from the building and/or website.</u>
<u>Community, Educational, Charitable, Recreational, or Other Organizations</u>	<u>Have the material or posters delivered to the school. The school will not make copies.</u> <u>Provide in electronic format any information that the building principal or designee agreed to publish on the school's website.</u>

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ADVERTISING AND 9200
DISTRIBUTING MATERIALS IN SCHOOLS PROVIDED Page 2 of 2 pages
BY NON-SCHOOL RELATED ENTITIES

Section B - Requests from Commercial Companies to Advertise and/or Distribute Material

<u>Actor</u>	<u>Action</u>
<u>Commercial Companies</u>	<p><u>Direct to the building principal or designee all requests to advertise on school grounds or in school publications.</u></p> <p><u>Specifically identify the requested location for advertisements, i.e.: (a) athletic field fence, (b) athletic, theater, or music programs, and/or (c) scoreboards.</u></p> <p><u>Prominently display the company's name on all advertising.</u></p> <p><u>Provide a copy of the proposed advertisement to the building principal.</u></p>
<u>Building Principal or Designee</u>	<p><u>Screens all proposed ads to ensure that they will not: (a) disrupt the educational process, (b) violate the rights or invade the privacy of others, (c) infringe on a trademark or copyright, or (d) be defamatory, obscene, vulgar, or indecent.</u></p> <p><u>May approve a commercial request related to graduation, class pictures, or class rings.</u></p> <p><u>For all other commercial requests, makes a dispositional recommendation to the superintendent for consideration during an open School Board meeting. If the superintendent agrees with the principal's recommendation, the advertisement will be presented to the school board for action.</u></p> <p><u>After the Board's decision, takes all appropriate steps.</u></p>
<u>School Board</u>	<p><u>From time-to-time, by Board resolution, determines minimum fees for advertising space. All fees are subject to negotiation and Board approval.</u></p>

Adopted: _____

BOARD POLICY: CORPORATE SPONSORSHIP

9250

Page 1 of 2 pages

Section A - Introduction

A Corporate Sponsorship is an agreement between Glenbrook High School District 225 and an individual, a group, company or community-based organization in which the sponsor provides financial support or in-kind gifts in exchange for donor recognition.

District 225 is sometimes faced with offers from private businesses and corporations interested in sponsorship of programs, facilities and other aspects of education. The District welcomes sponsorship opportunities that enhance the ability to deliver educational services to the public as long as the services and products of those businesses are consistent with and appropriate to the mission of the District.

1. It is pragmatic to seek outside funding in order to maintain valuable and important programs and facilities, within specific boundaries and with built-in safeguards against misuse of this funding source.
2. An individual, a group, company or community-based organization choosing to engage in a corporate sponsorship agreement with District 225 receives such tangible benefits as increased visibility and good will. At the same time, it may be providing opportunities that further the educational mission of District 225.
3. This policy establishes guidelines for entering into Corporate Sponsorship agreements. Corporate Sponsorship agreements are distinct in that while a corporation may enjoy the intangible benefits of name exposure via donor recognition and naming opportunities, no services were received in exchange for the financial or product contribution made to District 225.

Section B - Purpose

It is the policy of District 225 that:

1. Corporate Sponsorship agreements will exist in accordance with criteria and procedures set forth in this policy.
2. Corporate Sponsorships must support the mission and policies of District 225.
3. In general, the following industries and products are not eligible for corporate sponsorships with District 225: religious and political organizations; or companies whose business is substantially derived from the sale of alcohol, tobacco, firearms or pornography or other products hazardous to one's health.

Section B – Purpose (continued)

4. The Board of Education reserves the right to terminate the corporate sponsorship should circumstances warrant such action.

Section C - Responsibility and Advisory Bodies

1. An advisory committee comprised of the superintendent, principals, assistant principals for athletics, assistant principals for student activities, and the assistant superintendent for business affairs will make recommendations on corporate sponsors to the Board of Education. Recommendation includes nature of agreement, placement of recognition and terms and conditions.
2. Upon approval by the Board of Education, the assistant superintendent for business affairs is authorized to enter into corporate sponsorship agreements.

Approved: _____

Section A

1. All recommendations for sponsorships must be submitted by the advisory committee in writing to the Board of Education.
2. Recommendations will be presented to the Board of Education as an agenda item unless circumstances warrant further discussion.
3. Upon approval, it will be the responsibility of the assistant superintendent for business affairs to track all corporate sponsorship agreements.
4. The assistant superintendent for business affairs or designee acknowledges all contributions and provides tax exemption information for all donors.
5. The assistant superintendent for business affairs executes a contract.
6. Fulfillment logistics as pertaining to athletic facilities are coordinated by the athletic directors and principals.

Section B – Naming Rights

Naming rights agreements would be valid for a period not to exceed 10 years.

Adopted: _____