

Glenbrook High School District #225

BOARD POLICY: EDUCATIONAL SUPPORT PERSONNEL TUITION REIMBURSEMENT PROGRAM **6070**

Section A

The Board of Education endorses the concept of tuition support for additional training or course work for educational support personnel which leads to improved occupational skills and increased on-the-job effectiveness.

Section B

As an incentive to acquire increased knowledge and skills to better prepare for the functions of their current position or to acquire knowledge and skills for job advancement, the District may reimburse tuition expenses for courses or training seminars/workshops successfully completed by non-probationary educational support personnel. Employees hired prior to July 1, 2000, will be reimbursed, for actual tuition expenses, up to \$450 per fiscal year.

~~For e~~Employees hired after July 1, 2000, ~~they~~ shall receive tuition reimbursement ~~at the rate of~~ for actual per hour expenses up to \$120/semester hour up to a maximum of twelve semester hours per fiscal year. Tuition reimbursement is limited to four semester hours per semester, although, one can take more than four semester hours during the summer term, as long as no more than twelve hours per year are reimbursed.

Section C

Said courses or training seminars/workshops must be approved in advance by the educational support employee’s supervisor and ~~director of~~ assistant superintendent for human resources.

- Approved: April 17, 1979
- Reviewed: September 24, 1984
- Revised: March 13, 1995
- Revised: August 21, 2000
- Revised: May 12, 2003
- Revised:

1. Application forms for tuition reimbursement are available at the office of the principal or the ~~director of~~ assistant superintendent for human resources.
2. Applicants in a Masters/Graduate or undergraduate program must complete the appropriate request for tuition reimbursement form contained in procedures 6070, Educational Support Personnel Tuition Reimbursement Program.
2. 3. The employee is to complete the application and give the form to their supervisor for endorsement.
3. 4. The supervisor, in his or her discretion, may endorse or reject the employee' s application. The form is to be forwarded to the Human Resources office, for approval/denial by the assistant superintendent for human resources.
4. 5. A copy of the form specifying action taken, by the Human Resources office, will be returned to the supervisor and the employee. The original form will be placed in the employee' s personnel file.
5. 6. Applicants for tuition reimbursement must present the Human Resources office with a paid receipt showing tuition expense and documentation of successful completion of the course to qualify for reimbursement.

OFFICE OF HUMAN RESOURCES
GLENBROOK HIGH SCHOOLS

REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT
NON-CERTIFICATED EMPLOYEES

Directions: All Questions Must be Completed Legibly

Name of employee: _____ Date: _____

School assignment: _____ Position Title: _____

I request prior approval for tuition reimbursement for enrolling in _____
(name of course or
_____ sponsored by _____. The tuition cost will
workshop/seminar) _____ (agency/institution)
be _____. The length of this course is _____ to _____
(dates)
and sessions meet _____.
(daily/weekly hours)

I understand that if the course is approved and completed satisfactorily, reimbursement will be for tuition expense only.

General Information:

1. In what way is this course or seminar/workshop related to your current work assignment?

2. Is this course or seminar/workshop required for certification or licensing in your current assignment?

Yes _____ No _____

3. The following increased knowledge and job skill(s) will be brought to my assignment by completing this course:

Supervisor's Endorsement

I support this application for tuition reimbursement for the following reasons:

Supervisor's Signature _____ Date _____

Director of Human Resources _____ Date _____

Approval _____ Disapproval _____

GLENBROOK HIGH SCHOOLS
Human Resources
Educational Support Personnel
REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT

Directions: Complete all questions legibly.

Employee Name: _____ Date: _____
 School: _____ Position/Title: _____

I request prior approval for tuition reimbursement for enrolling in the following:

<u>Course Name</u>	<u>College Name</u>	<u>Tuition/Cost</u>	<u>Term or Start/End Dates</u>	<u>Credit Hrs.</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

I understand that if the course is approved and completed satisfactorily, reimbursement will be for tuition expense only in accordance with the Board of Education policy (see reverse side).

General Information:

In what way is this course or workshop/seminar related to your current work assignment?

Is this course or workshop/seminar required for certification or licensing in your current assignment?

_____ Yes _____ No

The following increased knowledge and job skill(s) will be brought to your assignment by completing this course:

Supervisor's Endorsement:

I support this application for tuition reimbursement for the following reasons: _____

Supervisor's Signature Date

Asst. Supt for Human Resources Date

4 _____
Approval Disapproval

GLENBROOK HIGH SCHOOLS
Human Resources
Educational Support Personnel
REQUEST FOR APPROVAL OF TUITION REIMBURSEMENT
GRADUATE/MASTERS PROGRAM

Directions: Complete all questions legibly.

Employee Name: _____ Date: _____

School: _____ Position/Title: _____

I request prior approval for tuition reimbursement for enrolling in the following:

<u>Course Program Title/ Degree Title</u>	<u>University or College Name</u>	<u>Tuition Per Credit Hour</u>	<u>Start Date/ Estim.End Date</u>
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I understand that if the course is approved and completed satisfactorily, reimbursement will be for tuition expense only in accordance with the Board of Education Policy 6070.

General Information:

In what way is this course program related to your current work assignment?

Is this course work required for certification or licensing in your current assignment?

Yes No (If yes, please explain)

The following increased knowledge and job skill(s) will be brought to your assignment by completing this course:

Supervisor's Endorsement:

I support this application for tuition reimbursement for the following reasons: _____

 Supervisor's Signature Date

 Asst. Supt. for Human Resources Date

 Approval Disapproval

BOARD POLICY: EMPLOYEE IDENTITY PROTECTION

6460

Section A - Identity Protection

The collection, storage, use, and disclosure of employee social security numbers by the School District shall be consistent with State and federal laws. The goals for managing the District's collection, storage, use, and disclosure of social security numbers are to:

1. Limit all activities involving social security numbers to those circumstances that are authorized or reasonably required by State or federal law.
2. Protect each social security number collected or maintained by the District from unauthorized use or disclosure.

The Superintendent or his/her designee(s) is responsible for ensuring that the District complies with the Identity Protection Act, 5 ILCS 179/. Compliance measures shall include each of the following:

1. All employees having access to social security numbers in the course of performing their duties shall be trained or instructed to protect the confidentiality of employee social security numbers. Training should include instructions on the proper handling of information containing social security numbers from the time of collection through the time of destruction of the information.
2. Only employees who are required by their job responsibilities to use or handle information or documents that contain employee social security numbers shall have access to such information or documents.
3. Social security numbers requested from an individual shall be provided in a manner that makes the social security number easily redacted if the record is required to be released as part of a public records request.
4. When collecting a social security number or upon request by an individual, a statement of the purpose(s) for which the District is collecting and using the social security number shall be provided.
5. All employees must be advised of this policy's existence and a copy of the policy must be made available to each employee and to any member of the public, upon request.

No District employee shall collect, store, use, or disclose an employee's social security number unless specifically authorized by the Superintendent or his/her designee.

Approved:

Glenbrook High School District #225

Section A - Protecting the Privacy of Employee Social Security Numbers

Actor	Action
<p>Superintendent, Assistant Superintendents for Human Resources and Business Affairs, and their designees</p>	<p>Identify the approved purposes for collecting SSNs, including:</p> <ol style="list-style-type: none"> 1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare. 2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans' programs. 3. Filing insurance claims. 4. Internal verification or administrative purposes. 5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5ILCS 179/10(c): <ol style="list-style-type: none"> a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities; b. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act. <p>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b).</p> <p>Inform all employees of the District's efforts to protect the privacy of SSNs.</p> <p>Maintain a written list of each staff position that allows or requires access to SSNs.</p> <p>Require that employees who have access to SSNs in the course of performing their duties be trained and instructed to protect the confidentiality of SSNs. 5 ILCS 179/35(a)(2).</p>

Actor	Action
	<p>Direct that only employees who are required by their job responsibilities to use or handle information or documents that contain SSNs have access to such information or documents. 5 ILCS 179/35(a)(3).</p> <p>Require that SSNs requested from an individual be provided in a manner that makes the SSN easily redacted if the record is otherwise required to be released as part of a public records request. 5 ILCS 179/35(a)(4).</p> <p>Require that, when collecting a SSN or upon request a <i>statement of the purpose(s)</i> for which the District is collecting and using the SSN be provided. 5 ILCS 179/35(a)(5).</p> <p>Enforce the requirements in Board policy 6460, Employee Identity Protection, and this procedure.</p> <p>Design and execute a training program on protecting the confidentiality of SSNs for employees who have access to SSNs in the course of performing their duties.</p>
<p>Records Custodian and Head of Information Technology (IT)</p>	<p>Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:</p> <ol style="list-style-type: none"> 1. The limited display of SSNs on computer terminals, screens, and reports; 2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database; 3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and 4. Alternate mechanisms for integrating data other than the use of SSNs.
<p>Assistant Superintendents, Directors, Building Principals, and/or Instructional Supervisors</p>	<p>Require each staff member whose position allows or requires access to SSNs to attend training on protecting the confidentiality of SSNs.</p> <p>Instruct staff members whose position allows or requires access to SSNs to:</p> <ol style="list-style-type: none"> 1. Treat SSNs as confidential information.

Actor	Action
	<p>2. Never publically post or display SSNs or require any individual to verbally disclose his or her SSN.</p> <p>3. Dispose of documents containing SSNs in a secure fashion, such as, by shredding paper documents and by deleting electronic documents as instructed by the IT Department.</p> <p>4. Use SSNs as needed during the execution of their job duties and in accordance with the training and instructions that they received.</p> <p>Instruct staff members whose position does <u>not</u> require access to SSNs to notify a supervisor and/or the IT Department whenever a SSN is found in a document or other material, whether in paper or electronic form.</p>
Freedom of Information Officer	Redact every SSN before allowing public inspection or copying of records responsive to a FOIA request. 5 ILCS 179/15.
Employees	<p>Do not collect, attempt to obtain, use, or disclose another individual's SSN unless directed to do so by an administrator.</p> <p>If the employee is in a position that requires access to SSNs: Treat SSNs as confidential information and follow the instructions learned during training.</p> <p>If the employee is <u>not</u> in a position that requires access to SSNs: Notify his or her supervisor and/or the IT Department whenever the employee comes across a document or other material, whether in paper or electronic form, that contains a SSN.</p>

Adopted:

Glenbrook High School District #225

Section A - Protecting the Privacy of Employee Social Security Numbers

Actor	Action
<p>Superintendent, Assistant Superintendents for Human Resources and Business Affairs, and their designees</p>	<p>Identify the approved purposes for collecting SSNs, including:</p> <ol style="list-style-type: none"> 1. Employment matters, e.g., income reporting to IRS and the IL Dept. of Revenue, tax withholding, FICA, and Medicare. 2. Verifying enrollment in various benefit programs, e.g., medical benefits, health insurance claims, and veterans' programs. 3. Filing insurance claims. 4. Internal verification or administrative purposes. 5. Other uses authorized and/or required by State law including, without limitation, in the following circumstances (5ILCS 179/10(c): <ol style="list-style-type: none"> a. Disclosing SSNs to another governmental entity if the disclosure is necessary for the entity to perform its duties and responsibilities; b. Disclosing a SSN pursuant to a court order, warrant, or subpoena; and c. Collecting or using SSNs to investigate or prevent fraud, to conduct background checks, to collect a debt, or to obtain a credit report from a consumer reporting agency under the federal Fair Credit Reporting Act. <p>Identify a method for documenting the need and purpose for the SSN before its collection. 5 ILCS 179/10(b).</p> <p>Inform all employees of the District's efforts to protect the privacy of SSNs.</p> <p>Maintain a written list of each staff position that allows or requires access to SSNs.</p> <p>Require that employees who have access to SSNs in the course of performing their duties be trained and instructed to protect the confidentiality of SSNs. 5 ILCS 179/35(a)(2).</p>

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<p>Records Custodian and Head of Information Technology (IT)</p>	<p>Develop guidelines for handling social security numbers in electronic systems. These guidelines should address:</p> <ol style="list-style-type: none"> 1. The limited display of SSNs on computer terminals, screens, and reports; 2. The security protocol for storing SSNs on a device or system protected by a password or other security system and for accessing SSNs that are included in part of an electronic database; 3. The security protocol for deleting SSNs that are stored in electronic documents or databases; and 4. Alternate mechanisms for integrating data other than the use of SSNs.
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Adopted:

BOARD POLICY: SOCIAL MEDIA

9070

Page 1 of 2 pages

Section A – Introduction

The Board of Education recognizes the potential benefits for the use of social media and other online technologies by employees, students and school-based groups. At the same time, the board also recognizes the potential impact on students, employees and the school community as well as the liability that can occur if such resources are used improperly or not conscientiously managed.

Section B – Guidelines for the Use of Social Media

The Board directs the superintendent to establish guidelines for social media use for the school-related use of social media and other online technologies by employees, students and school-based groups.

Section C – Parameters for the Use of Social Media

Staff and students should make use of these resources under the following guidelines.

1. School organizations are allowed to use social media for information, education and public relations purposes.
2. School employees are to utilize district-provided social media and technologies for school-related purposes. Prior to the creation of any online presence, beyond school-provided tools, the staff member is required to submit a proposal for review as outlined in the Guidelines for Social Media Use.
3. All staff members must maintain professional and age-appropriate communications in all interactions with District students and parents regardless of the forum, time or method of communication.
4. Improper student use of social media and technologies for school-related purposes or in a manner that is considered to have a nexus to the school is subject to disciplinary action in accordance with existing board policies, the code of conduct and the computer and network use agreement outlined in Board Policy 7220.

Section D – Related Board Policies

This policy should be read and interpreted in conjunction with:

1. Purpose and Use of Technology and Network Resources (Board Policy 7220)
2. Glenbrook High Schools Computer and Network Use Employee Rights and Responsibilities (Board Policy 7220)
3. Glenbrook High Schools Computer and Network Use Student Rights and Responsibilities (Board Policy 7220)

Section D – Related Board Policies (continued)

4. District World Wide Website (Board Policy 9060)
5. Student Behavior, Misconduct, and Rights and Responsibilities (Board Policy 8400)
6. Harassment (Board Policy 8470)
7. Hazing, Bullying, or Aggressive Behavior (Board Policy 8480)
8. Academic Dishonesty (Board Policy 8440)

Approved: