

Glenbrook High School District #225**PROCEDURES FOR IMPLEMENTING BOARD POLICY: EMERGENCY CLOSINGS** 3050

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On rare occasions it may become necessary to close the schools for emergency reasons. The superintendent is authorized by the Board of Education of District #225 to determine when and if conditions at one or both of the high schools warrant (1) dismissal of students prior to the close of the school day, or (2) cancellation of school.

Section A - Early School Dismissals

1. In the event that either weather or other conditions in the school ~~become so important to make it advisable, for the protection of the health, safety and welfare of students that it may be best to close the schools before the end of the regular school day, the superintendent will:~~
  - 1) Contact each building principal and discuss the conditions as they relate to the situation in each of the buildings.
  - 2) Contact bus companies to determine the availability of buses to take students home.
  - 3) Make a decision regarding the closing of one or both schools.
  - 4) Notify the building principals and the bus companies of the decision to close.
  - 5) Notify ~~the Emergency Closing Center~~ staff, students and parents using the district electronic notification systems, school and district websites and the Emergency Closing Center.
2. In the event the decision is to close the school early, the principal will:
  - 1) Notify all students and staff that the school will be closed early.
  - 2) Outline procedures for the orderly dismissal of students.
  - 3) Excuse teachers and paraprofessionals after students have left the building.
  - 4) Retain non-certificated staff members and administrators on the job unless their retention raises questions of health and safety. In such instances the principal will discuss this concern with the superintendent, who will make a decision regarding all personnel remaining in the school.
3. The superintendent, in collaboration with the building principals, shall determine whether or not scheduled ~~extra~~class extracurricular activities and practices, including evening school and school meetings listed on the calendar, shall be canceled.

Section B - School Cancellation

In the event that natural or ~~human~~ man-made conditions develop which require the cancellation of school prior to the beginning of the school day, the superintendent will:

1. Confer with other school superintendents in Northfield Township and bus companies to ascertain whether buses can make their normal pickups and deliveries.
2. Determine whether or not school should be canceled on the basis of the conditions and the capability of the bus companies to provide transportation services. Decisions relative to the cancellation or closing of school will relate directly to the ability of bus companies to perform.
3. In case of cancellation, notify ~~the Emergency Closing Center~~ staff, students and parents using the district electronic notification systems, school and district websites and the Emergency Closing Center.
4. Complete the above actions prior to 7:00 A.M.
5. Authorize any or all of the following categories of employees not to report for work:
 

a. teachers	e. clerks
b. supervisors	f. secretaries
c. paraprofessionals	g. custodial/maintenance personnel
d. cafeteria personnel	h. administrators
6. Notify the principals and ~~director of~~ assistant superintendent for human resources of the school cancellation and the categories of personnel who are to report for work. The principals will notify all personnel in their buildings via a calling tree if necessary. The ~~director of~~ assistant superintendent for human resources will initiate a calling tree for district personnel if necessary.
7. Determine if conditions during the day deteriorate to the point where personnel who have reported to work should be released.
8. The superintendent shall determine whether or not scheduled ~~extra~~ class extracurricular activities and practices, including evening school and school meetings listed on the calendar, shall be canceled.

Revised: December 3, 1984  
 Reviewed: February 28, 1994  
 Revised: February 28, 2000  
 Revised:

**BOARD POLICY: TAX SHELTERED ANNUITIES**

**4070**

Page 1 of 2 pages

Section A - Authorization to Purchase Annuities

1. The Board of Education of District #225 shall make tax sheltered annuity (TSA) plans meeting the requirements of the Internal Revenue Service available to the staff through payroll deductions; both fixed and variable plans ~~TSA policies meeting the tax sheltered provisions of the Internal Revenue Service~~ may be offered ~~including fixed and variable plans~~.
2. The assistant superintendent for business affairs, or designee, will act as the Board's representative in all matters dealing with TSAs sold to Glenbrook employees through the school district, signing all applications for group policies, reviewing literature to be distributed, and maintaining copies of all master contracts and agreements. The assistant superintendent for business affairs, or designee, will publish, from time to time, a list of the companies which the District has qualified to do business with District employees.
3. No company will be approved by the assistant superintendent for business affairs unless at least five employees have contracted for TSA participation with that company, and that company has completed and signed the "Investment Provider Service Agreement for 403(B) Retirement Programs (Non-ERISA)" form.
4. Any company doing business in the District may be ~~dropped~~ disqualified from participation by the assistant superintendent for business affairs should the participation with the company become inactive for a period of 12 months or more, or for other good cause.
5. Failure on the part of any company and/or agent to comply with this policy will be sufficient grounds for disqualification ~~denying further sales to Glenbrook employees~~.

Section B - Approval of Salary Reduction Agreements

All employees entering into a Salary Reduction Agreement must have on file in the District Business Office ~~the~~ a completed "Glenbrook Salary Reduction Agreement for 403(B) Programs" form before the election will become effective:

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

Section C - Changes to Salary Reduction Agreements

1. Employees may change their reduction agreement once every six months. Specifically, one change can be made from January through June, and one change can be made from July through December. Initiating or terminating a salary reduction agreement is considered to be a change. Salary Reduction Agreements may be terminated at any time.

**Section D - Contact Between Employees and Insurance Agents**

1. Only companies ~~receiving approval of~~ determined to be qualified by the assistant superintendent for business affairs may make printed TSA literature available to Glenbrook employees on campus. The literature may not contain any statement which indicates that the Board of Education or the administration recommends ~~the~~ any company or plan.
2. Once contacted by a Glenbrook employee, an agent of the company may meet the employee at school to discuss policy provisions. An agent may also meet the employee at school to have papers signed. In either event, agents will not be allowed to remain on school premises to solicit business from other employees.
3. Employees' addresses, personal e-mail addresses and/or telephone numbers will not be provided to qualified company's agents.
4. Initial contact with the agent must be made by the employee or the assistant superintendent for business or designee.

**Section E – Plan Management and Periodic Statements**

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

To the fullest extent permitted by law, the Board of Education, its Board members and employees shall have no liability for any losses suffered by the employee that result (directly or indirectly) from his/her participation in the District's 403(b) program. The employee shall save, defend, indemnify, and otherwise hold the harmless the Board of Education, its Board members and employees, to the fullest extent permitted by law, from any and all actions, claims, demands, losses, injuries, and damages whatsoever that may result (directly or indirectly) from his/her participation in the District's 403(b) program. The Board of Education, its Board members and employees have made no representation regarding the advisability, appropriateness or tax consequences of any employee's participation in the District's 403(b) program or employee's allocation to any company which the District has qualified to do business with District employees.

**Section F – Non-Endorsement of Service Providers**

Qualification of vendors shall be based upon compliance with TSA regulations, as amended from time to time, and execution of the service provider's agreement. Such qualification shall not be deemed as an endorsement by the District of any provider or plan.

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

Section A

The assistant superintendent for business affairs, or designee, will act as the Board's representative in all matters dealing with tax sheltered annuities (TSA) sold to Glenbrook employees through the school district. As such, the assistant superintendent for business affairs, or designee, will sign all applications, review literature to be distributed, and maintain copies of all master contracts and agreements.

Section B

Each company and each agent must comply with the following regulations. Failure to comply with any of these regulations will be sufficient grounds for ~~denying~~ disqualification to make sales to Glenbrook employees.

1. Procedure for Agent and/or Company Approval

- 1) All agents must have on file in the District Office or with a designated third party administrator (with a copy provided for the District), a master group policy or a copy of the individual policy to be issued to Glenbrook employees. All insurance companies selling TSA policies to Glenbrook employees must have on file in the District Business Office or with a designated third party administrator (with a copy provided for the District), a completed tax sheltered annuities insurance company agreement form containing the Board approved Investment Provider Service Agreement for 403(B) Retirement Programs (Non-ERISA). The assistant superintendent for business affairs, or designee, will not sign an application for a TSA nor will monies be released until the required policies and the completed forms have been ~~returned~~ submitted to the District by the company.
- 2) Employee names, addresses, personal e-mail addresses, and telephone numbers will not be provided to insurance agents by the District school staff.
- 3) Printed TSA literature provided by District-qualified insurance agents will be made available for review by Glenbrook employees by placing it in employee areas in the schools or via electronic transmission. A sample of the information to be distributed must be provided to the assistant superintendent for business affairs, or designee, for review and approval prior to distribution. The literature may not indicate that the Board of Education or the administration recommends the plan to the employees. Once approved, packets of literature may be delivered to the District Business Office. The literature will be placed in the schools for all employees to take home and review, or made available via electronic transmission.

## 2. Contact with Employees

- 1) Initial contact with employees may be made through printed literature, initiated by the employee, by ~~reference~~ referral from other employees, or by outside contact by the agent.
- 2) Once contacted by a Glenbrook employee, an agent may then meet with the employee at school to discuss the TSA plan offered. Agents may also meet an employee at school to have papers signed. **IN EITHER EVENT AGENTS WILL NOT BE ALLOWED TO REMAIN ON SCHOOL PREMISES TO SOLICIT BUSINESS FROM OTHER EMPLOYEES OR FOR ANY OTHER PURPOSE.**

## 3. Procedure for Enrolling Employees in TSA

- 1) When an employee has decided to enroll in a TSA plan, the agent must have the employee complete ~~the~~ a Salary Reduction Agreement for 403(B) Programs form, (see attached) provided by the District's third party administrator.
- 2) When completed and signed by the employee and agent, the Salary Reduction Agreement for 403(B) Programs form, must be forwarded to the assistant superintendent for business affairs, or designee, for signature.
- 3) TSA agreements completed, signed and received the first of the month will produce a salary deduction for that month. Agreements completed, signed and received after the first of the month will produce a payroll deduction ~~from~~ for the month following the month of submittal. ~~next month's paycheck. If an employee requests to contribute \$10,000 or more, or use special catch-up provisions allowed under IRS code, a Maximum Exclusion Allowance (MEA) calculation may be required.~~
- 4) Monies will be dispersed to companies from the District Business Office ~~only upon receipt of proper billings from the insurance company~~ only through the District's third party administrator.
- 5) Changes in the amount of the TSA are to be handled in exactly the same manner as new TSA agreements.
- 6) The employee shall be responsible for directing management of his or her personal account, and for requesting periodic statements from the insurance company reflecting payments made by the school district. The employee shall also be responsible for verifying the accuracy of the statements. An employee having a question about the statement should immediately contact the agent. If the question cannot be resolved by contacting the agent, the employee should contact the District Business Office or designated third party administrator for assistance.

- 7) As a condition of his/her participation in the District's 403(b) program, the employee must agree in writing that, to the fullest extent permitted by law, the Board of Education, its Board members and employees shall have no liability for any losses suffered by the employee that result (directly or indirectly) from his/her participation in the District's 403(b) program. The employee shall further agree in writing to save, defend, indemnify, and otherwise hold the Board of Education, its Board members and employees harmless, to the fullest extent permitted by law, from any and all actions, claims, demands, losses, injuries, and damages whatsoever that may result (directly or indirectly) from his/her participation in the District's 403(b) program. The employee's agreement shall further acknowledge that the Board of Education, its Board members and employees has made no representation to the employee regarding the advisability, appropriateness or tax consequences of his/her participation in the District's 403(b) program or the employee's allocation to any company which the District has qualified to do business with District employees.

Revised: November 19, 1984

Revised: January 25, 1993, February 9, 1998, July 13, 2009

Revised:

**Glenbrook Salary Reduction Agreement for 403(b) Programs  
(Effective July 1, 2009)**

<b>Salary Reduction Agreement</b> <b>403(b) Programs</b> <input type="checkbox"/> 403(b) <input type="checkbox"/> ROTH <input type="checkbox"/>
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**Glenbrook High School District 225**  
**1835 Landwehr Road**  
**Glenview, IL 60026**

**Part 1. Employee Information**

Name \_\_\_\_\_  
 Social Security # \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_

**Funding Vehicle & Amount of AFTER-TAX Salary Contributions to a Roth 403 (b):**

\$ of Compensation per Pay Period	Service Provider
1.	
2.	

**Part 2. Contribution Information** (Fill in all that apply) Salary reduction changes must be made in allowance with Board Policy 4070, Section C.

- Initiate new salary reduction. Please deduct the amount of \$ \_\_\_\_\_ per pay.
- Change salary reduction. This is notification to change the amount of my TSA salary reduction from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ per pay.
- Change Service Provider. This is notification to change my Service Provider (indicate amounts in Part 3) from \_\_\_\_\_ to \_\_\_\_\_.
- Discontinue salary reduction. Please discontinue my TSA salary reduction with the following Service Provider: \_\_\_\_\_
- I am contributing more than \$16,500. (Check one or both.)
  - I am contributing \$ \_\_\_\_\_ (Maximum \$3,000) under the 15 year service election. (An MEA is required).
  - I am contributing \$ \_\_\_\_\_ (Maximum \$5,500) under the age 50 and older catch up election.

Age at end of current tax year: \_\_\_\_\_

Employees must submit a new salary reduction agreement each year they are utilizing a "catch up" provision.

**Part 3. Funding Vehicle & Amount of PRE-TAX Salary Contributions to a Traditional 403(b):**

\$ of Compensation per Pay Period	Service Provider
1.	
2.	

**Part 4. Agreement**

By signing this Agreement, Employee agrees to modify his/her salary as indicated above and Employer agrees to contribute this amount on Employee's behalf into the 403(b) annuity(ies) or custodial account(s) selected by Employee. It is intended that the requirements of all applicable state and federal tax rules and regulations (Applicable Law) will be met. The Employee understands and agrees that this Agreement:

1. Is legally binding and irrevocable with respect to amounts paid or available while it is in effect;
2. May be terminated at any time for amounts not yet paid or available, and that a termination request is permanent and remains in effect until a new salary reduction agreement is submitted;
3. Is effective only for amounts not yet earned or made available in accordance with the Employer's administrative procedures.

Employee further agrees that:

He/she is responsible for determining that his/her salary reduction amount does not exceed the limits of the Applicable Law;

He/she is responsible for the accuracy of the information provided by Employee, which is used in determining Employee's maximum annual contribution limit; and

Employer has no liability for any losses suffered by Employee that result from his/her participation in the 403(b) program.

Employee acknowledges that Employer has made no representation to Employee regarding the advisability, appropriateness or tax consequences of the purchase of the 403(b) program. Nothing herein shall affect the terms of employment between

**Employer and Employee.** This agreement supersedes all prior salary reduction agreements and shall automatically terminate if your employment with the Employer is terminated.

**Important Information**

1. Employer does not choose the annuity contract(s) or custodial account(s) in which contributions are invested.
2. Employees are responsible for setting up and signing the legal documents to establish the annuity contract or custodial account. However, in certain group annuity contracts, Employer may be required to establish the contract.
3. In order to receive the expected tax results, Employees are responsible for investing in annuity contracts or custodial accounts that meet the requirements of Section 403(b) of the Internal Revenue Code.
4. Employees are responsible for naming a death beneficiary under the 403(b) program. This is normally done at the time the annuity contract or custodial account is established. Beneficiary designations should be reviewed periodically.
5. Employees are responsible for all distributions and any other transactions with their service provider. All rights under the annuity contracts or custodial accounts are enforceable solely by Employee, Employee beneficiary or Employee's authorized representative. Employee must work directly with the service provider to transfer contract(s) or custodial account(s) to another approved service provider, begin distributions, make loans, or otherwise access 403(b) program assets.
6. Employees are responsible for determining that salary reductions do not exceed the allowable contribution limits under Applicable Law. References herein to elective deferral limits are based on the 2007 limit. Limits should be checked each year for the scheduled increases through 2006; after which they will be indexed in \$500 increments.

**Read Before You Sign:**

By signing this Agreement, you are declaring that the amount you have elected to have withheld is no greater than 100% of your includible compensation and, excluding a catch-up election, is equal to or less than \$16,500. If selected in Part 2 above, you are declaring that you are eligible for one of the catch-up elections as indicated. You are accepting full responsibility for the amount you have elected to have withheld from your salary and contributed to a 403(b) arrangement.

You are further declaring that you have not received a Hardship Distribution from a Plan of this Employer within the last six months and agree to provide notification to Employer prior to initiating a request, if you plan to elect a Hardship Distribution during the term of this agreement.

**Part 5. Employee Signature**

I certify that I have read this complete Agreement and that my salary reductions do not exceed contribution limits as determined by Applicable Law. I also certify that I am eligible for the catch-up election(s), if selected, under Part 2 above. I understand my responsibilities as an Employee under the 403(b) program, and I request Employer to take the action specified in this Agreement. I understand that all rights under the annuity(s) or custodial accounts established by me under the 403(b) program are enforceable solely by me, my beneficiary or my authorized representative.

\_\_\_\_\_  
Employee Signature \_\_\_\_\_ Date

**Part 6. Acknowledgment and Representation of Sales Agent/Representative**

I hereby acknowledge my responsibility to comply with Employer's written directives regarding solicitation of Employees. I also acknowledge my responsibility to assist the Employee in determining the maximum contribution limits when required. I further acknowledge that it is my responsibility to comply with all regulations pertaining to 90-24 transfers.  
(Please Print)

\_\_\_\_\_  
Sales Agent/Representative Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
Signature \_\_\_\_\_ Date

**Part 7. Employer Signature**

Employer hereby agrees to this Salary Reduction Agreement.

\_\_\_\_\_  
Signature of Employer Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

**BOARD POLICY: MILITARY LEAVES**

**6190**

Section A

It is the policy of the Board of Education to grant leaves and reemployment rights to its employees consistent with Section 24-13 of The School Code of Illinois.

Section B

The Board grants reemployment rights to reservists who are required to perform active duty whether for training or deployment provided they report for reemployment at the next regularly scheduled working period after they return from training or within a reasonable time thereafter if they are delayed because of factors beyond their control. The board may, in its sole discretion, defer the report date for returning reservist who has been deployed overseas or injured in the line of duty.

Section C

Employees called to active duty under Section B above, must request, in writing, a leave of absence within five (5) school days of receipt of notification of being called to active duty. Copies of orders or notifications received by the employee must be provided along with the written request for leave of absence.

Section D

Salary Compensation and benefits will be provided to employees for periods of active duty in the reserves or National Guard in accordance with the Military Leave of Absence Act (5 ILCS 325/1), Illinois School Code (105 ILCS 5/10-20.7b) Active Military Service, Code of Federal Regulations Uniformed Services Employment and Reemployment Rights Act of 1994 Section 1002.166 and the Public Employee Armed Services Rights Act (5 ILCS 330). Based upon the active duty orders or notification provided by the employee, the ~~director of~~ assistant superintendent for human resources will verify the manner in which the employee's salary and benefits will continue during his/her leave. Employees may, however, schedule their training periods to coincide with any earned vacation they have accrued. In this instance, the employee will receive payment for vacation days used during military leave.

Section E

Certificated personnel on contractual continued service will retain their contractual continued status while on military leave. However, no experience credit on the salary schedule will be granted to certificated personnel while on military leave.

Approved: November 4, 1974  
Revised: August 21, 2000  
Revised: November 28, 2005  
Revised:

1. Pregnant employees should ~~have their physician~~ send a ~~written~~ notification of pregnancy to the human resources office as soon as possible and preferably at least five (5) months prior to the expected date of delivery.
2. The ~~director of~~ assistant superintendent for human resources will schedule a conference with the pregnant employee when ~~official~~ notification of pregnancy is received, ~~from the physician.~~
3. ~~The director of~~ At said conference the assistant superintendent for human resources will provide the employee with Policy and Procedures for "Disability Due to Pregnancy" and "Disability Due to Pregnancy" Forms A and B (attached) at the above noted conference.
4. The employee will have these forms completed by her ~~physician~~ health care provider. The ~~physician~~ health care provider will send the forms directly to the ~~director of~~ assistant superintendent for human resources.
5. Returning to work will be governed by FMLA policy.

Adopted: November 5, 1979

Revised:

**DISABILITY DUE TO PREGNANCY**

**SICK LEAVE REQUEST FORM**

**TO:** \_\_\_\_\_ (**Attending ~~Physician~~ Health Care Provider**)

**FROM:** **Director of Assistant Superintendent for Human Resources,  
GLENBROOK HIGH SCHOOLS**

**SUBJECT:** **Employee Absence Because of Maternity**

**RE:** \_\_\_\_\_ (**Employee**)

Eligibility for disability absence and sick leave benefits for the above employee, as a result of pregnancy, are dependent upon her physical disability being such as to preclude her from performing her regular duties. In order to determine the beginning and ending dates of such disability period, we ask you to provide us with the following information concerning the above named employee:

- (1) The date beyond which she is physically unable to continue to perform her duties prior to delivery.
- (2) The date following delivery when she is physically able to resume her duties.

The dates requested are to determine the specific period of physical incapacity and should not include any potentially longer periods of time during which you might customarily prefer that your patients not work for reasons not related to physical incapacity.

Please convey these dates in writing as soon as they become known to you (forms attached). Please do not hesitate in contacting me if you desire additional clarification in this matter. The Glenbrook High Schools appreciate your cooperation. Thank you.

FORM A

\_\_\_\_\_  
(date)

~~Director of~~ Assistant Superintendent for Human Resources  
Administration Building  
THE GLENBROOK HIGH SCHOOLS  
~~1835 Landwehr Road~~ 3801 W. Lake Avenue  
Glenview, Illinois ~~60025~~ 60026

Director of Human Resources:

It is my professional judgement that \_\_\_\_\_ should stop  
(employee)

working on \_\_\_\_\_ because of her physical inability to continue her assigned  
(date)

duties.

\_\_\_\_\_  
~~Physician's~~ Health Care Provider's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number

FORM B

\_\_\_\_\_  
(date)

~~Director of~~ Assistant Superintendent for Human Resources  
Administration Building  
THE GLENBROOK HIGH SCHOOLS  
~~1835 Landwehr Road~~ 3801 W. Lake Avenue  
Glenview, Illinois ~~60025~~ 60026

Director of Human Resources:

It is my professional judgement that \_\_\_\_\_ will be able  
(employee)

to resume her regular duties on \_\_\_\_\_  
(date)

\_\_\_\_\_  
Physician's Health Care Provider's Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone Number

**BOARD POLICY: SUBSTITUTE TEACHERS**

**6230**

Section A

The Board recognizes the necessity of providing substitute teachers when members of the professional staff are absent from school. The Board also recognizes the importance of maintaining the students' instructional program through a well-planned and coordinated substitute teacher program.

Section B

All substitute teachers shall hold a valid teaching certificate or substitute teaching certificate from the State of Illinois, and possess such other qualifications as the assistant superintendent for human resources shall prescribe.

Section C

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

Section D

Compensation rates for substitute teachers shall be ~~determined annually~~ reviewed as needed by the Board of Education administration. Recommendations for adjustment in compensation rates will then be made to the board of education for determination.

Section E

Substitute teaching may also be done by other members of the professional staff, when deemed advisable by the principal or his designated representative, provided those staff members comply with the requirements of Section B, above. Remuneration shall be determined by the Negotiations Agreement.

Approved: June 18, 1973  
Revised: September 25, 2000  
Revised: