

Glenbrook High School District #225

BOARD POLICY: ~~TAX SHELTERED ANNUITIES~~ DEFERRED COMPENSATION PLANS 4070

Page 1 of ~~23~~ pages

Section A — Authorization to Purchase ~~Annuities~~Deferred Compensation Plans

1. The Board of Education of District #225 shall make ~~tax sheltered annuity (TSA)~~deferred compensation plans [e.g.403(b), 457(b)] meeting the requirements of the Internal Revenue Service available to the staff through payroll deductions; both fixed and variable plans may be offered.
2. The assistant superintendent for business~~affairs, or designee, shall at least annually, submit for Board of Education approval, a list of qualified providers from which District employees may purchase deferred compensation plans.~~
3. ~~The assistant superintendent for business, or designee, will act as the Board's~~Board's representative in ~~all matters dealing with TSA~~pertaining to deferred compensation plans sold to ~~Glenbrook employees through the school district, signing all applications for group policies, reviewing literature to be distributed, District employees 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~~maintain a list of the authorized providers which the companies which the District Board has qualified to do business with District employees.
- ~~3.4.~~ 4. No company ~~will~~ may be approved as an authorized provider by the ~~assistant superintendent for business affairs~~ Board of Education unless at least five employees have ~~contracted for TSA~~ requested to contract for deferred compensation plan participation with that company, and that company has completed and signed the applicable "Investment Provider Service Agreement" ~~for 403(B) Retirement Programs (Non-ERISA)"~~ form.
- ~~45.~~ 5. Any ~~company doing business in the District~~ authorized provider may be disqualified from participation by the assistant superintendent for business ~~affairs~~ (a) ~~should the participation with the company become inactive,~~ for a period of 12 months, no employee contract with that provider, or more, or (b) for other good cause.
- ~~56.~~ 6. Failure on the part of any ~~company~~ authorized provider and/or agent to comply with this policy will be sufficient grounds for disqualification.

Section B — Approval of Salary Reduction Agreements

All employees entering into a Salary Reduction Agreement in connection with a deferred compensation plan, must have on file in the District Business Office a the applicable completed and signed “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~~ Salary 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 ~~by the employee.~~

Section D — Contact Between Employees and ~~Insurance~~ Agents

1. Only ~~companies~~ providers determined to be qualified by the ~~assistant superintendent for business affairs~~ Board of Education may make printed ~~TSA~~ deferred compensation plan literature available to Glenbrook District employees on campus. The literature may not contain any statement which indicates that the Board of Education or the administration endorses or otherwise recommends any ~~company~~ provider or plan.
2. Once contacted by a Glenbrook District employee, an agent of the ~~company~~ authorized provider may meet the employee at school to discuss policy provisions. An agent may also meet the employee at school to have papers signed. In either event, agents will not be allowed to remain on school premises to solicit business from other employees.
3. Employees’ addresses, personal e-mail addresses and/or telephone numbers will not be provided to qualified ~~company~~ provider 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~~ provider and for verifying the accuracy of the statements.

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

Section F – Non-Endorsement of Service Providers

Qualification of ~~vendors~~ providers shall be based upon compliance with ~~TSA~~ deferred compensation plan 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: November 8, 2010
- Revised: _____

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: ~~TAX SHELTERED ANNUITIES~~
~~DEFERRED COMPENSATION PLANS~~

4070

Page 1 of 3 pages

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) pertaining to deferred compensation plans~~ sold to Glenbrook District 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, ~~and maintain a list of the authorized providers which the Board has qualified to do business with District employees.~~

Section B

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

1. Procedure for Agent and/or ~~Company~~ Provider Approval

- 1) All agents must have on file in the District Business 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 District employees. All ~~insurance~~ companies ~~selling TSA providing deferred compensation plan~~ policies to Glenbrook District 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 submitted to the District by the company~~ Board approved Investment Provider Service Agreement form.
- 2) Employee names, addresses, personal e-mail addresses, and telephone numbers will not be provided to ~~insurance~~ agents by the District.
- 3) Printed TSA deferred compensation plan literature provided by ~~District-qualified insurance~~ authorized agents will be made available for review by Glenbrook District 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~~ does not indicate that the Board of Education or the administration recommends ~~the~~ or endorses

the provider of any plan to the employees. Once a provider is 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 District approved printed literature, may be initiated by the employee, or by referral from other employees, or may be made by outside contact by the agent.
- 2) Once contacted by a Glenbrook District employee, ~~an~~ the provider's agent may then meet with the employee at school to discuss the TSA deferred compensation 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 Deferred Compensation Plans

- 1) When an employee has decided to enroll in or modify contributions to a TSA deferred compensation plan, the ~~agent must have the~~ employee shall complete a the applicable Salary Reduction Agreement ~~for 403(B) Programs~~ form, provided by the District's third party administrator.
- 2) When completed and signed by the employee and ~~agent,~~ the provider, the applicable Salary Reduction Agreement ~~for 403(B) Programs~~ form, must be forwarded to the assistant superintendent for business ~~affairs~~, or designee, for signature.
- 3) TSA Deferred compensation plan agreements completed, signed and received by the first day of ~~the any calendar~~ month will ~~produce result in~~ a salary deduction for that month. Agreements completed, signed and received after the first day of the month will ~~produce result in~~ a payroll deduction for beginning in the ~~month~~ following ~~the month of submittal~~.
- 4) Monies will be ~~dispersed~~ disbursed to ~~companies~~ providers from the District Business Office 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 providers reflecting payments made by the ~~school district~~ 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 provider. If the question cannot be resolved by contacting the agent provider, the employee should contact the District Business Office or designated third party administrator for assistance.

- 7) As a condition of ~~his/her~~ the employee's participation in the District's ~~403(b) program, deferred compensation plan(s)~~, 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~~ the employee's participation in the District's ~~403(b) program. The deferred compensation plan(s). Through participation in the District's deferred compensation plan(s), 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 deferred compensation plan(s). By electing the plan, the employee~~ shall ~~further acknowledge~~ be deemed to have acknowledged that the Board of Education, its Board members and employees ~~has~~ have made no representation to the employee regarding the advisability, appropriateness or tax consequences of ~~his/her the employee's~~ participation in the District's ~~403(b) program deferred compensation plan(s)~~ or to the employee's allocation to any ~~company~~ provider which the District has qualified to do business with District employees.

Revised: November 19, 1984

Revised: January 25, 1993

Revised: February 9, 1998

Revised: July 13, 2009

Revised: November 8, 2010

Revised:

BOARD POLICY: VISITORS

5015

Page 1 of 4 pages

Section A – Definitions

The following definitions apply to this policy:

1. School Property

- a. Any physical area attendant to school or District-sponsored or related activities, whether or not such area is school or District property (including, but not limited to, school or District buildings, lands and offices), or at any location used for school-sponsored or related activities, performances, extracurricular and athletic event; and
- b. Any means of school-supplied or sanctioned transportation to or from any of the above areas.

2. Visitor

Any person other than a student attending a District program, District employee, or Board member.

Section B – Visitors and Contact on School Property

All visitors to school property are required to report to the visitor's entrance station and show proper identification and clear the district's security screening identification system. Visitors must sign the visitors' log, except 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 and rules applicable to visitors. Visitors must receive permission from the building principal or other administrator to remain on school property and wear a visitor's badge at all times. When leaving school property, visitors must return their badges. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the following paragraph, any person wishing to confer with a staff member must 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.

Section B – Visitors and Contact on School Property (Continued)

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

The School District expects mutual respect, civility, and orderly conduct among all people on school 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 student, staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any law or ordinance;
7. Smoke or otherwise use tobacco products. The term "tobacco" shall include any form of cigarettes, e-cigarettes, cigars and any alternative thereto, including smokeless tobacco that is loose, cut shredded, ground, powdered, compressed, and leaf tobacco intended to be placed in the mouth without being smoked;
8. Consume, possess, distribute, or be 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 violation of any law or ordinance; (b) in a risky manner, (c) in excess of 20 miles per hour, or (d) 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 C – Visitor Access to Classrooms and Personnel

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

Section D – Convicted Child Sex Offender

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

1. Is a parent/guardian of a student attending the school and the parent/guardian is: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal of his or her presence at the school; or
2. Has been given prior permission to be present from the Board, superintendent, or superintendent’s designee. If permission is granted, the superintendent shall provide the details of the offender’s upcoming visit to the building principal.

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

Section E - Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the 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 F – 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 may direct the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person, once removed from school events or property, is also subject to being denied admission to school and school-related events, property, or meetings for up to one calendar year.

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

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

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

Approved: April 26, 2010
Revised:

BOARD POLICY: TOBACCO USE PROHIBITED

6080

It is the policy of the Board of Education of District 225 that the use of tobacco is prohibited on school grounds and in school buildings. The prohibition shall apply to all persons. The prohibition shall include but is not limited to all district-owned buildings and grounds and ~~in addition to~~ all locations where scholastic, extracurricular, and athletic events are conducted ~~by~~ under the auspices of the Board of Education or in which staff, students, or ~~D~~istrict volunteers participate. The term "tobacco" shall include any form of cigarettes, e-cigarettes, cigars, and any alternative thereto, ~~tobacco in any other form~~ including smokeless tobacco ~~which~~ that is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked.

Approved: December 12, 1994

Revised: August 21, 2000

Revised:

Section A - Drug and Alcohol-Free Workplace

It is the policy of the Board of Education of District #225 that all district workplaces shall be free from drugs and alcohol. A district workplace is defined as when an employee is on school property, and while an employee is performing work for the District at a school activity or event regardless of location. All employees shall be prohibited from engaging in any of the following activities while on District premises or while performing work for the District:

1. The unlawful manufacture, distribution, dispensing, possession, use or being under the influence of illicit drugs, including a controlled substance while on district premises or while performing work for the district.
2. The distribution, consumption, possession of or being under the influence of alcohol while on district premises or while performing work for the district.
3. The distribution, consumption, possession or being under the influence of medical cannabis while on district premises or while performing work for the district.

Section B - Definition of Controlled Substance

For purposes of the policy, a controlled substance ~~is one which~~ means a substance that is:

1. Not legally obtainable,
2. Being used in a manner or for a person different than prescribed,
3. Legally obtainable, but not legally obtained; or
4. ~~Illicit drugs include any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by Federal Regulations at 21 C.F.R. 1308.11 through 1308.15 and further including anabolic steroids.~~ Referenced as a controlled substance in any Federal, State or local statute, ordinance or regulation.

Section C - Tobacco Prohibition

All employees are covered by the conduct prohibitions contained in Board Policy 5015: Visitors. The prohibition on the use of tobacco products and other alternative devices such as e-cigarettes applies both (1) when an employee is on school property, and (2) while an employee is performing work for the District at a school event regardless of the event's location. Tobacco shall have the meaning provided in 105 ILCS 5/10-20.5b.

Section C- D- Condition of Employment

As a condition of employment, each employee shall by accepting employment in the district:

1. Agree to abide by the terms of ~~the district~~ this policy respecting a drug, ~~and alcohol and tobacco-free~~ workplace; and
2. Agree to notify his or her supervisor of his or her conviction of any criminal drug or marijuana statute for a violation occurring on the district premises or while performing work for the district at a school event or activity regardless of the location, no later than five days after such a conviction.
3. Unless otherwise prohibited by this policy, prescription and over-the-counter medications are not prohibited when taken in standard dosages and/or according to prescriptions from the employee's licensed health care provider, provided that the employee's work performance is not impaired.

Section D E - Employee Awareness

In order to make employees aware of dangers of drug and alcohol abuse, the district shall:

1. Provide each employee with a copy of the district Drug and Alcohol Policy,
2. Post notices of the district Drug and Alcohol Policy in a place where other information for employees is posted,
3. Make available materials from local, state and national anti-drug and alcohol abuse organizations,
4. Enlist the aid of community and state agencies with drug and alcohol information and rehabilitation programs to provide information to district employees.
5. Establish a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace,
 - b. Available drug and alcohol counseling, rehabilitation, re-entry, and any employee assistance programs, and
 - c. The penalties that the District may impose upon employees for violations of this policy.

Section E F- Consequence of Policy Violation

1. An employee who violates the terms of the policy may be subject to disciplinary action, up to and including termination.
2. The Board shall take disciplinary action with respect to an employee conviction of a drug or marijuana offense in the workplace within thirty days after receiving notice of the conviction.
3. Should the district be a current participant in a federal education program in which the district is the prime grantee and a direct receiver of federal funds, the superintendent shall notify the appropriate federal agency from which the district receives grant monies of the employee conviction within ten days after receiving notice of the conviction.
4. The ~~district~~ Superintendent or designee may require an employee who violates the terms of this policy to satisfactorily participate in a drug or alcohol abuse assistance or rehabilitation program which has been approved by the Board.
5. Disciplinary actions by the Board of Education may include, but are not limited to, suspension, termination of employment, and/or referral for prosecution. ~~Compliance with this policy is hereby determined by the Board of Education to be mandatory.~~
6. The superintendent shall have the authority to suspend, without prejudice, an employee from his position when, in the judgment of the superintendent, the employee has violated this policy. The suspension may be for up to ten work days, with or without pay, and shall be effective until acted upon by the Board of Education if the employee chooses to appeal to the Board of Education for review within ten work days of the first day of the suspension.
7. An employee who acknowledges to the superintendent that he or she has a drug/chemical or alcohol dependency problem, prior to a violation of this policy, will be referred to resource information on available rehabilitation programs. No disciplinary action will be taken by the district when the employee voluntarily seeks help for a drug/chemical or alcohol dependency problem. If the employee, after voluntarily seeking help for a drug/chemical or alcohol dependency problem, violates this policy, the employee may be subject to disciplinary action as outlined in this policy.

Leg. Ref.: Drug-Free Workplace Act, 41 U.S.C. 701 et. seq; Regulations 54 Fed. Reg. 4946

Controlled Substance Act, 21 U.S.C. Sect. 812. Regulations, 21, C.F.R. 1308.11 through 1308.15

Approved: August 13, 1990
Revised: September 10, 1990
Readopted: December 17, 1990
Revised: August 21, 2000
Revised:

Section A - Advanced Placement Program

The Advanced Placement program has been developed for the purpose of providing opportunities for academically-talented students to pursue college-level courses and receive college credit. The program is adaptable to individualized study or group work. Courses will be offered when educationally sound and financially feasible. The Board of Education encourages the continued growth and development of this program at the Glenbrook schools and considers it to be an excellent opportunity for college-bound students.

Section B - Advanced Placement Examinations

1. Students who register for Advanced Placement courses are ~~required~~ expected to take the Advanced Placement examinations for those respective courses. ~~Students who successfully complete the course but do not take the Advanced Placement exam will receive honors designation for the course in lieu of the Advanced Placement designation.~~ In addition, the Board encourages all qualified students not enrolled in Advanced Placement courses to take the appropriate Advanced Placement examination. Any student enrolled in an Advanced Placement course who does not wish to take an AP examination for that course for any reason is required to consult with the building principal or designee. In hardship cases, the examination fee may be ~~reduced~~ waived under Board Policy 8230.
2. The superintendent and his staff shall follow all examination procedures of the Advanced Placement Program of the College Entrance Examination Board and shall formulate local procedures to facilitate the administration of the program and the examination.
3. Nothing in this policy shall be construed to be in conflict with ~~the Board's Ppolicy on~~ 4040: "Student Fees, Supplies, Fines, & Assessments." ~~(See 4040.)~~

Approved: March 19, 1973
Revised: November 27, 2000
Revised: