

Glenbrook High School District #225**BOARD POLICY: SAFETY AND SECURITY****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, and employees of, and visitors to the school district. The Board of Education believes that safety education and accident prevention are important to everyone, not only as a protective measures during school hours, but also to enhance risk awareness of risks which may to minimize accidents at all times. The Board directs the superintendent or assistant superintendent for business affairs to develop and maintain a secure and safe program, complying with all state safety requirements for school buildings and grounds, including the Toxic Substances Disclosure to Employees Act, the Life/Safety requirements of *The School Code of Illinois*, and Illinois State Board of Education rules, ~~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~~ that will include:

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

Section C – Passive Video Surveillance Monitoring

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

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~~ knew their actions could be observed at any hour of the day or night.
3. Establishing evidence and documentation of a crime or violation of a school rule.

Section C – Passive Video Surveillance Monitoring (Continued)

4. Video cameras may be used in locations as deemed appropriate by the superintendent. Video cameras will be used in areas of the schools where there is no reasonable expectation of privacy, which may include hallways, cafeterias, gymnasiums, parking lots, exits and entrances, and buses. Video cameras will not be used for general surveillance purposes in washrooms, gymnasium or swimming pool locker rooms, changing areas, or showers. Recorded data will be saved for a maximum of 30 days, subject to applicable maintenance and retention laws including, but not limited to, the Illinois Local Records Act, and further provisions as stated under Section C.6.
5. 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.
6. The content of video recordings may become a part of a student’s educational record and may be produced as evidence in student administrative discipline conferences and hearings or other proceedings, subject to district policy and procedure concerning student records. Such video recordings may also be provided to law enforcement agencies, including without limitation in cases of potential criminal investigations or activities and emergencies. At that time, the district shall comply with all applicable state and federal laws related to student record maintenance and retention, as provided in the Family Educational Rights and Privacy Act and the Illinois School Student Records Act.

Section D – Movable Soccer Goal Safety

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

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

Approved: June 22, 1992  
Revised: February 28, 2000  
Revised: April 26, 2010  
Revised:

The proper procedures to be followed in gaining approval for courses for advancement on the salary schedule are as follows:

A. Application For Approval of Graduate Study For Salary Advancement

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Form 1

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This form (attached) should be used in accordance with that section of the Negotiations Agreement 1976-79, Article X, Compensation Policy, Category 4, which states:

- (4.) All earned semester hours of credit applied to this schedule above the bachelor's degree are to be graduate credits applying toward either the master's degree in the general area of instruction in which the teacher presently teaches....

The receipt of this form by the Personnel Office will result in approval being granted if the graduate course(s) are in the teacher's general area of instruction.

B. Application For Approval of Graduate Study For Salary Advancement

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Form 2

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This form (attached) should be used in accordance with that section of the Negotiations Agreement 1976-79, Article X, Compensation Policy, Category 4 and 5, which states:

- (4.) ...or a planned program of graduate study approved by the Office of the Superintendent. Courses not approved in advance by the Office of the Superintendent will not be considered for advancement at a later date.
- (5.) All earned semester hours of credit to be applied to the schedule beyond the master's degree must be graduate credits earned after the master's degree has been conferred, and must be in the area of the teacher's instruction or be approved in advance by the Office of the Superintendent. Graduate courses in counseling, psychology, curriculum and instruction are types of courses generally approved by the Office of the Superintendent.

You will note that Form 2 must be accompanied by a recommendation from the Principal endorsing your request for approval in this situation.

FORM 1

APPLICATION FOR APPROVAL OF GRADUATE STUDY  
FOR SALARY ADVANCEMENT

\_\_\_\_\_  
Name of Teacher School Department

\_\_\_\_\_  
Session or Course to  
\_\_\_\_\_ dates

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Course Semester College or  
-Course Title Number Hours University

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\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
\_\_\_\_\_

Brief description of course outline or content:

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature Date

\_\_\_\_\_  
Superintendent's Approval Date

FORM 2

APPLICATION FOR APPROVAL OF GRADUATE STUDY  
FOR SALARY ADVANCEMENT

\_\_\_\_\_  
Name of Teacher \_\_\_\_\_ School Department \_\_\_\_\_

\_\_\_\_\_  
Session or Course \_\_\_\_\_ to \_\_\_\_\_  
\_\_\_\_\_ dates \_\_\_\_\_

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Course Title	Course Number	Semester Hours	College or University
_____	_____	_____	_____
_____	_____	_____	_____

Brief description of course outline or content:

\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

NOTE: This form must be accompanied by a recommendation from the Principal endorsing your request.

**BOARD POLICY: STUDENT ATTENDANCE AREAS**

**8020**

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Section A - Assignment Criteria

Resident students of District #225 will be assigned to Glenbrook North High School or Glenbrook South High School according to the following criteria:

**Glenbrook North High School Attendance Area**

1. Students who reside within the corporate boundaries of the Village of Northbrook will attend Glenbrook North High School;
2. Students who reside within the corporate boundaries of the Village of Glenview north of Willow Road annexed by the Village of Glenview on or after August 5, 2008 will attend Glenbrook North High School;
- ~~2.~~ 3. Students who reside within the unincorporated areas north of Willow Road will attend Glenbrook North High School;

**Glenbrook South High School Attendance Area**

- ~~3.~~ 4. Students who reside within the corporate boundaries of the Village of Glenview will attend Glenbrook South High School; with the exception of #2 above;
- ~~4.~~ 5. Students who reside within the unincorporated areas south of Willow Road will attend Glenbrook South High School.

Section B - Assignment Criteria Exceptions

1. Intra-district Relocations

Parents or guardians who establish residency within the district may continue to send their student to the school the student started in ninth grade (Glenbrook North or Glenbrook South), even if they subsequently move to the other attendance area within the district. The parent or guardian must notify the district, in writing, before the beginning of the next school year, in order for the student to be allowed by the district to continue attending the school of origin, despite the residency relocation.

2. Interbuilding Transfers

Upon the joint recommendation of the ~~Guidance department~~ assistant principals for student services and the endorsement of the principals, the Board of Education authorizes the superintendent to transfer a student from one of the schools to the other school when, in the superintendent's professional judgment, such a transfer is in the best interest of the student. Any such transfer, however, will not confer upon the student's sibling(s) the right to attend the school to which the student is being transferred.

Section B - Assignment Criteria Exceptions (continued)

3. Previous Exceptions

Students who have been granted an attendance policy exception under previous Board practices, shall continue to be assigned to the school which they currently attend.

4. Special Education Students

Special Education students shall normally be assigned to Glenbrook North High School or to Glenbrook South High School in accordance with the criteria listed in Section A of this policy. However, Special Education students enrolled in programs offered in only one of the schools, shall be assigned to that school.

5. Transportation

No transportation obligations shall be assumed by the Board of Education as a result of the above-listed exceptions number 1 through number 3. Transportation for Special Education students shall be in accordance with the student's Individual Education Plan.

Revised: May 7, 1973

Revised: March 20, 1978

Revised: March 5, 1984

Revised: October 22, 1984

Revised: February 26, 2007

Revised:

**BOARD POLICY: STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES**

**8600**

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
  - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or contest shall be removed from participation or competition at that time.
  - b. A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury may not return to that contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
  - c. If not cleared to return to that contest or practice, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
  - d. Once removed from a contest, the student shall be expected to follow the directions of the doctor or certified athletic trainer pending treatment by the student's private physician.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic contest.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

Approved:



**PROCEDURES FOR IMPLEMENTING BOARD POLICY: STUDENT ATHLETE CONCUSSIONS 8600  
AND HEAD INJURIES      Page 1 of 3 pages**

Section A - Definitions

1. **Concussion** - A type of traumatic brain injury caused by a bump, blow, or jolt to the head that alters the way the brain normally functions. A concussion can also occur from a blow to the body that causes the head to move rapidly back and forth. These injuries may or may not cause a loss of consciousness. See *Concussion in Sports*, [www.cdc.gov/concussion/sports/index.html](http://www.cdc.gov/concussion/sports/index.html). This site contains excellent resources for the recognition, response, and prevention of concussions. The Illinois High School Association (IHSA) website contains comprehensive resources that State law requires schools use to educate coaches, student athletes, and parents/guardians. These are available at: [www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx](http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx).
  
2. **Student athlete** - A student who has participated in one or more practices and/or interscholastic athletic contests in any sport offered by or under the auspices of a high school. This definition is from the IHSA's by-laws, [www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx](http://www.ihsa.org/AbouttheIHSA/ConstitutionBylawsPolicies.aspx). All Illinois school boards, even those that currently have no *student athletes*, are required to adopt a student athlete concussion and head injury policy that is in compliance with IHSA protocols, policies, and by-laws (105 ILCS 5/10-20.53, added by P.A. 97-204). This administrative procedure implements Board policy 8600, *Student Athlete Concussions and Head Injuries*.

Section B – Personnel Responsibilities

<u>Actor</u>	<u>Action</u>
Superintendent or Designee	<p>Identify the staff members who are responsible for student athletes, including Building Principals, and require that they comply with IHSA concussion protocols, policies, and by-laws, including its <i>Protocol for NFHS Concussion Playing Rules</i>, and its <i>Return to Play Policy</i>. Available at: <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/SchoolResources.aspx</a>.</p> <p>Hold the identified staff members responsible for implementing this procedure.</p>
Building Principals or Designee	<p>Instruct coaches, athletic trainers, and other staff members who are responsible for student athletes to review and abide by the IHSA protocols, policies, and by-laws regarding concussions and head injuries. Such protocols, policies and by-laws are available at: <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>.</p> <p>Require that:</p> <ol style="list-style-type: none"> <li>1. <u>A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or contest is removed from participation or competition at that time.</u></li>   <li>2. <u>A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury is not allowed to return to that contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.</u></li> </ol>

<u>Actor</u>	<u>Action</u>
<p><u>Building Principals or Designee (Continued)</u></p>	<p>3. <u>If not cleared to return to that contest or practice, a student athlete is not allowed to return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</u></p> <p>4. <u>Once removed from a contest, the student shall be expected to follow the directions of the doctor or certified athletic trainer.</u></p> <p><u>Place all written information concerning an injury to a student athlete, including without limitation, a return-to-play clearance from a student’s physician or an athletic trainer, in the student’s school student record.</u></p>
<p><u>Building Principals, Coaches, Athletic Directors and Athletic Trainers (and other staff members who are responsible for student athletes)</u></p>	<p><u>Inform student athletes and their parents/guardians about Board policy 8600, <i>Student Athlete Concussions and Head Injuries, Agreement to Participate</i>, which a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic competition.</u></p> <p><u>Inform student athletes and their parents/guardians about concussions and head injuries by:</u></p> <ol style="list-style-type: none"> <li><u>Giving them a copy of the IHSA’s <i>Concussion Information Sheet</i> at the time they sign, <i>Agreement to Participate</i>, which a student athlete and his or her parent/guardian are required to sign before the student is allowed to participate in a practice or interscholastic contest. The <i>Concussion Information Sheet</i>, and <i>Sign-off form</i>, are at <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx</a>.</u></li> <li><u>Using educational material provided by IHSA and District 225 to educate student athletes and parents/guardians about the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury. See <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>. The Center for Disease Control and Prevention offers free printed educational materials on concussions that can be ordered or downloaded and distributed to parents, students, and coaches. These materials are available at: <a href="http://www.cdc.gov/concussion/">www.cdc.gov/concussion/</a>.</u></li> </ol> <p><u>Follow the IHSA concussion management guidelines. Available at: <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement.aspx</a>. These guidelines, in summary, require that:</u></p> <ol style="list-style-type: none"> <li><u>A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or contest shall be removed from participation or competition at that time.</u></li> <li><u>A student athlete who has been removed from an interscholastic contest or practice for a possible concussion or head injury may not return to that contest or practice unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.</u></li> </ol>

<u>Actor</u>	<u>Action</u>
<p><u>Building Principals, Coaches, Athletic Directors, and Athletic Trainers (and other staff members who are responsible for student athletes) (Continued)</u></p>	<p>3. <u>If not cleared to return to that contest or practice, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.</u></p> <p><u>Learn concussion symptoms and danger signs. A discussion of such symptoms and signs is available at:</u>  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/CoachingResources.aspx</a>.</p> <p><u>Understand before the season begins how to respond if a student athlete exhibits signs, symptoms, or behaviors consistent with a concussion (e.g., loss of consciousness, headache, dizziness, confusion, or balance problems) in a practice or game.</u></p> <p><u>Do not assess a head injury; instead, take the student athlete out of play and seek the advice of a health care professional.</u></p> <p><u>Inform the student athlete’s parent/guardian about a possible concussion and give the parent/guardian a fact sheet on concussion. Such a fact sheet is available at:</u>  <a href="http://www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx">www.ihsa.org/Resources/SportsMedicine/ConcussionManagement/ParentGuardianResources.aspx</a>.</p>

Section C – Agreement to Participate

The Superintendent is directed to develop forms for participation in interscholastic and intramural activities to be signed annually by the student and parent(s).

Adopted: \_\_\_\_\_