

Staff Development Program

Section A - Introduction

It is the policy of the Board of Education to encourage staff members to improve their professional competencies and to become informed about current developments relevant to their assignment. To this end, the Board shall provide staff members with opportunities to attend professional development activities including attendance at appropriate clinics, conferences, conventions, seminars, site visits, and workshops.

The Superintendent or designee shall implement a staff development program. The goal of the program shall be to update and improve the skills and knowledge of staff members in order to achieve and maintain a high level of job performance and satisfaction. Additionally, the development program for licensed staff members shall be designed to effectuate any School Improvement Plans so that student learning objectives meet or exceed goals established by the school district and State.

Section B - Required Training

The following trainings are required to be listed within Board Policy in accordance with Illinois statute and federal regulations.

The staff development program shall include the Abused and Neglected Child Reporting Act (ANCRA) mandated reporter training and training on the awareness and prevention of child sexual abuse and grooming behaviors (Erin's Law) ((325 ILCS 5/4(j), 105 ILCS 5/10-23.13, and 105 ILCS 5/22-85.5(c)) as follows:

1. Within three months of employment, each staff member must complete mandated reporter training from a provider or agency with expertise in recognizing and reporting child abuse. Mandated reporter training must be completed again at least every three years.
2. By January 31 of every year, all school personnel must complete evidence-informed training on preventing, reporting, and responding to child sexual abuse, grooming behaviors (including sexual misconduct as defined in Faith's Law), and boundary violations.

The staff development program shall provide, at a minimum, within six months of employment and renewed at least once every five years thereafter (unless required more frequently by other State or federal law), the in-service training of all District staff who work with pupils on:

1. Health conditions of students (105 ILCS 5/10-22.39(b-5)), including but not limited to training on:
 - a. Chronic health conditions of students;
 - b. Anaphylactic reactions and management, conducted by a person with expertise in anaphylactic reactions and management;
 - c. Management of asthma, prevention of asthma symptoms, and emergency response in the school setting;
 - d. The basics of seizure recognition and first aid and emergency protocols, consistent with best practice guidelines issued by the Centers for Disease Control and Prevention;
 - e. The basics of diabetes care, how to identify when a diabetic student needs immediate or emergency medical attention, and whom to contact in case of emergency;
 - f. Current best practices regarding the identification and treatment of attention deficit hyperactivity disorder; and

supportive services for the promotion of student attendance and engagement, and developmentally appropriate disciplinary methods that promote positive and healthy school climates (105 ILCS 5/10-22.6(c-5)).

2. All high school coaching personnel, including the head and assistant coaches, and athletic directors must obtain online concussion certification by completing online concussion awareness training in accordance with 105 ILCS 25/1.15. Coaching personnel and athletic directors hired on or after August 19, 2014 must be certified before their position's start date.
3. The following individuals must complete concussion training as specified in the Youth Sports Concussion Safety Act: coaches and assistant coaches (whether volunteer or employee) of an interscholastic athletic activity; nurses, licensed and/or non-licensed healthcare professionals serving on the Concussion Oversight Team; athletic trainers; game officials of an interscholastic athletic activity; and physicians serving on the Concussion Oversight Team (105 ILCS 5/22-80(h)).
4. For school personnel who work with hazardous or toxic materials on a regular basis, training on the safe handling and use of such materials (105 ILCS 5/10-20.17a; 23 Ill.Admin.Code §1.330).
5. For delegated care aides performing services in connection with a student's seizure action plan, training in accordance with 105 ILCS 150/, the Seizure Smart School Act (105 ILCS 150/25).
6. For delegated care aides performing services in connection with a student's diabetes care plan, training in accordance with 105 ILCS 145/, the Care of Students with Diabetes Act (105 ILCS 145/25).
7. For all District staff, annual sexual harassment prevention training (775 ILCS 5/2-109).
8. Title IX requirements for training (34 C.F.R. §106.45(b)(1)(iii)) as follows:
 - a. For all District staff, training on the definition of sexual harassment, the scope of the District's education program or activity, all relevant District policies and procedures, and the necessity to promptly forward all reports of sexual harassment to the Title IX Coordinator.
 - b. For school personnel designated as Title IX coordinators, investigators, decision-makers, or informal resolution facilitators, training on the definition of sexual harassment, the scope of the District's education program or activity, how to conduct an investigation and grievance process (including hearings, appeals, and informal resolution processes, as applicable), and how to serve impartially.
 - c. For school personnel designated as Title IX investigators, training on issues of relevance to create an investigative report that fairly summarizes relevant evidence.
 - d. For school personnel designated as Title IX decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about a complainant's sexual predisposition or prior sexual behavior are not relevant.
9. Training for all District employees on the prevention of discrimination and harassment based on race, color, and national origin in school as part of new employee training and at least once every two years (775 ILCS 5/5A-103(c)).
10. Training for at least one designated employee at each school about the Prioritization of Urgency of Need for Services (PUNS) database and steps required to register students for it (105 ILCS 5/2-3.163(c)).

Section D - Training Offered within the School District

The district provides professional development opportunities tailored to enhance educational outcomes as per the District Strategic Plan and the School Improvement Plans.

All training offered within the school district shall be approved by the Superintendent or designee. Opportunities exist through the following such as: planned in-service programs, courses, seminars, mentoring, coaching, and workshops offered within the District.

Section E - Training Outside of the School District

Professional leave for employees is authorized when adequate funds are available in the Board-approved budgets and the leave has received prior approval by the individual's supervisor and either the Principal, an Assistant Superintendent, or the Superintendent. Prior approval by the Board of Education shall also be required for any overnight professional leave event where the total estimated cost exceeds \$5,000.

Section F - Travel Expenditures for Training Outside of the School District

Employees traveling on official business must comply with all applicable Board policies and procedures.

1. Cash Advances
 - a. Cash advances will not be issued for the purposes of staff travel unless there are no practicable alternatives.
 - b. In the event that a cash advance is issued, a request for the advance must be submitted to the business services department at least 10 days prior to the date that such advance is required.
 - c. Staff members receiving cash advances will be required to submit detailed receipts supporting the total amount of the cash advance within three working days of returning from the event to their supervisor. Any remaining balance owed to the school district must be remitted to the business services department within five working days of returning from the leave.
2. Prepaid Expenses
 - a. Prepaid expenses for airfare, accommodations, and conference registration must be requested on a Request for Professional Leave Form.
 - b. Whenever possible, prepaid expenses should be paid for in the form of a district-issued disbursement (e.g., check, electronic payment), or by use of a district procurement card.
3. Expense Reporting
 - a. A check request for expense reimbursement shall be submitted by a staff member.
 - b. Itemized receipts are required for all reimbursements.
4. The following expenses are reimbursable:
 - a. Travel
 - i. Mileage, parking, and tolls where appropriate.
 - ii. Commercial air travel. Travel arrangements should be booked as soon as possible to take advantage of any advance purchase discounts.
 - iii. Ground transportation as needed. Travelers should seek the most economical means of ground transportation.
 - iv. Lodging expenses should not exceed the single occupancy conference rate for the headquarters hotel.
 - b. Meals
 - i. The general guidelines for meal reimbursement eligibility are as follows:

1. Breakfast when departing for travel at or before 6:00 AM;
 2. Lunch when the event takes place between the hours of 10:00 AM and 2:00 PM; and
 3. Dinner when returning from travel, or departing for travel at or after 7:00 PM.
 - ii. For overnight travel, the supervisor may authorize meal reimbursement. Such reimbursement shall not exceed the current Meal and Incidental Expenses (M&IE) rates published by the U.S. General Services Administration for breakfast, lunch, and dinner (note: Illinois standard rate).
 - iii. If meals are provided as part of an event or registration fee, no other meal reimbursements will be provided for those meals.
 - c. Reasonable gratuities not to exceed 20%.
5. The following items are not reimbursable:
- a. Personal health and recreational expenses;
 - b. Other personal expenses (not related to Glenbrook business);
 - c. Alcoholic beverages, tobacco, and cannabis products;
 - d. Entertainment expenses include but are not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement unless the entertainment is ancillary to the purpose of the program or event.
6. Expense Reconciliation
- It is the responsibility of each supervisor to review business-related travel expenses to ensure that they are in compliance with the regulations. It is within the jurisdiction of the supervisor to disallow reimbursement of expenses that are not in compliance with the regulations or are deemed to be unreasonable or excessive. Upon the approval of the supervisor and the business services department, payment will be made to the claimant.
7. Cancellations
- Unused tickets or any portion thereof must be returned as soon as possible for proper credit and processing.
8. Combining Business and/or Personal Expenses
- Individuals, who extend a business trip for personal reasons, are responsible for any increased costs.

Section G - Employees Providing Training Outside of the District

Employees may serve as speakers, consultants, or resource persons outside the school district. Employees accepting such assignments may not accept any fee or honorarium other than a reasonable fee for preparation done outside of the working day. Unless such service is in the best interest of the district, and approved by the Superintendent or designee, the employee or the entity receiving the services is responsible for all expenses as a result of the training.

Approved: June 18, 1973
Revised: August 21, 2000



Revised: February 10, 2014
Revised: July 8, 2024