

# Student/Parent Handbook 2019 - 2020



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Glenbrook South High School • 4000 West Lake Avenue • Glenview, IL 60026  
847-729-2000

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## This is Glenbrook South

When Glenbrook South High School opened its doors in September of 1962, a question commonly voiced in the Glenview community was, "Why on earth are they building a school way out in the middle of that cornfield?" Well, the cornfield is gone now, the nearby country roads are major thoroughfares, and the school has grown into a complex of buildings on its 80-acre site that is designed to meet the needs of over 3000 students.

Some nine years earlier, Glenbrook High School (presently Glenbrook North) had opened its doors to students of the villages of Glenview and Northbrook. When voters first approved the formation of Northfield Township School District 225 in April of 1947, they presumed that the one campus would serve all future demands upon the district. However, by the late 1950's population studies made it clear that a second high school would be needed to accommodate the growing influx of residents in the high school district. The site at the northwest corner of Pflingsten Road and West Lake Avenue was approved in 1960 at a cost of \$3,850,000. Students attending the new Glenbrook South High School would live within the area bordered on the east by Wagner Road, the west by Milwaukee Avenue, the north by Willow Road, and the south by Central Road.

The school's present 668,000 square foot building complex does little to reveal its humble origin: the brand new 1962 building consisted of only the east academic wing, the library, the gymnasium, and the auditorium. Whereas some 1,500 seats were later built into the auditorium, there were originally only folding chairs. Within five years, however, the original physical structure doubled in size to meet the mushrooming enrollment and to better fulfill student needs. The additions included the west academic wing, industrial education facilities, the swimming pool, and Student Services offices. The present building also features a large multimedia instructional center/library, fully equipped science and engineering labs, a greenhouse, two physical education centers, and state-of-the-art facilities for woodworking, automotives, art, music, world language, and family and consumer science programs. The entire complex is fully air-conditioned. In the spring of 1991, a major building project was completed that included a field house, an east academic addition and a performing arts complex. In the fall of 1996, an academic addition was added to the south side of the building. In the fall of 2002, a \$32 million construction project was completed which added academic classrooms to the northeast and southwest wings of the building, and a new band room, dance room, weight room, and student cafeteria. The second floors of the two academic wings were connected with a second floor above Student Services. The gymnasium locker rooms were renovated, and the heating and air conditioning system for the entire building was replaced.

In November 2006, a referendum was passed to maintain quality academic programs and to update aging facilities at Glenbrook South. Most importantly, staffing levels were maintained. During the summer of 2007, eight science classrooms were renovated along with the orchestra room. The cafeteria was turned into a food court and the faculty lounge was converted into the Student Activities Center during expansion of the student activities office. In addition, in May of 2008 the weight room was relocated to a new fitness center that aligns with fitness goals and includes free weights, elliptical machines, treadmills, and bikes. Two health classrooms and one driver education classroom now occupy the space left open by the old weight room. The second phase of construction was completed in the winter of 2009. It included the addition of the new West Gym that accommodates full court basketball and is used for physical education classes and athletics. Also finished was the new eight-lane pool, which gives access to the aquatics facility for people with disabilities, improves safety, and adds capacity for Glenbrook swimmers and the community.

The facility is only as strong as the activities that occur within it. The primary activity is instruction. Glenbrook South High School boasts an outstanding instructional staff who are committed to helping each student reach his or her maximum potential. There are over 250 faculty teaching over 3,000 students. Many of the staff have gained state and national recognition for contributions they have made to their profession. The staff-to-student ratio allows students to gain the individual attention necessary to attain their learning. Both the flexibility of the building and the background of the staff allow the school to provide variety in learning, not only in the area of content but also in method. Individual needs are recognized by the fact that almost 160 different courses are offered in this school. Through this variety, the student is able to gain a strong academic background as well as a broad learning experience in fields of special interest.

The student's instructional and personal needs are supplemented by a student services staff that includes counselors, social workers, school psychologists, and school nurses. The unique needs and interests of the students are also served by extensive student activities and athletic programs, which not only provide an opportunity for each student to become involved in the life of the school, but also develop within the student a desire to achieve excellence.

Excellence is the goal of both students and staff at Glenbrook South High School. Recognition of the achievement of this goal has been noted in a variety of ways, including academic honors gained by many of its students, activity awards, and state and national championships in activities and athletics. Glenbrook South High School has been recognized by the United States Department of Education as one of the outstanding high schools in the state of Illinois and the nation, and in 2008 was named the National Grammy Signature School winner as the number one high school music program in the nation.

At the heart of Glenbrook South High School is the warm, welcoming environment in the school. Our top priority is that all students and adults who walk the halls of Glenbrook South feel safe, valued, and respected. The diversity of our student population creates a vibrant feel within the building. We are grateful for the incredible resources we have, and we are committed to using these resources to provide a meaningful and positive high school experience for all students.

# Instructional Programs and Procedures

Glenbrook South is a truly comprehensive high school. The instructional program is designed to offer the greatest possible flexibility in meeting the educational needs of a diverse student population. Whether students' talents and goals lie in math, family and consumer sciences, computer technology, or the humanities, the school offers a consistent sequence of course offerings to nurture their talents and solidify their goals.

While preparing students with a solid foundation of basic skills in traditional academic courses, the curriculum also offers opportunities for students to extend their abilities with considerable depth and breadth. The Glenbrook South curriculum is concerned not only with what students do in the learning situation but also with what they will learn and be able to do as a consequence of it. Our curriculum is concerned with the transfer of learning to new and different situations within and beyond the school.

## Graduation Requirements

Board Policy 7300 defines the requirements for graduation from the Glenbrook High Schools. A total of 24 units of credit are required, and the following identifies these graduation requirements by content area:

Required Units of Credit	
English	4.0
Physical Education	3.5
Mathematics	3.0
Social Studies	2.0
Science	2.0
Applied Arts	0.5
Consumer Education	0.5
Driver Education	0.25
Fine Arts	0.5
Electives	7.25

### English

Two years of writing intensive courses are required by the State of Illinois. At least one of these classes must be in English. Classes which meet this requirement will be so identified in the course enrollment guide.

### Physical Education

The principal/designee can substitute up to two credits of Physical Education for students enrolled in grades 11 and 12 if those students request to be excused for any of the following reasons:

1. for ongoing participation in an interscholastic athletic program or a marching band program for credit;
2. to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice; or
3. to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate.

In addition, a student in any of grades 9 through 12 who is eligible for special education may be excused if the student's parent or guardian agrees that the student must utilize the time set aside for physical

education to receive special education support and services or, if there is no agreement, the individualized education program team for the student determines that the student must utilize the time set aside for physical education to receive special education support and services, which agreement or determination must be made a part of the individualized education program. However, a student requiring adapted physical education must receive that service in accordance with the individualized education program developed for the student. If requested, the principal/designee is authorized to excuse the student from engaging in a physical education course if the student has an individualized educational program under Article 14 of Illinois State Code, is participating in an adaptive athletic program outside of the school setting, and documents such participation as determined by the principal/designee. If a waiver is approved in accordance with the policy, the graduation requirement for physical education will be reduced accordingly. Procedures for an approved physical education waiver are listed in Section B of this policy.

### **Mathematics**

Three units of credit of mathematics are required, one of these courses must be Algebra I, and one must include geometry content.

### **Social Studies**

One unit of credit in U.S. History along with 0.5 units of "Civics" must be earned as part of the two units of credit required in Social Studies. Courses which meet the "Civics" requirement are identified in the course enrollment guide.

### **Science**

Two units of credit are required in Science.

### **Applied Arts**

The Applied Arts shall include courses in applied technology, business education (excluding Consumer Education), family and consumer sciences, designated courses in computer technology, the Beginning Photography course, and the Introduction to Broadcasting course.

### **Driver Education**

The classroom phase of driver education is required for graduation; the behind-the-wheel phase is not required. This graduation requirement may be met by the student successfully completing a driver education program offered by a state-accredited private driver education school as evidenced by a certification of completion from the driver education school; however high school credit will not be granted for such completion.

### **Fine Arts**

The Fine Arts shall include courses in art, drama, music designated courses in the English department, the Beginning Photography course, and the Introduction to Broadcasting course.

### **In addition to the above-listed units of credit, students shall be required to:**

1. Be enrolled in a minimum of six courses for credit during each semester they are enrolled in the district. The principal may waive the six-course requirement, on a case-by-case basis, if the needs of the student are best served by such action;
2. Be enrolled in an English course during each semester while enrolled in high school;
3. Pass a qualifying examination covering the proper use and display of the U.S. flag, American patriotism, and representative government as shown in (1) the Declaration of Independence, (2) the U.S. Constitution, (3) the Illinois State Constitution and (4) voting procedures.
4. Meet state requirement for taking the state college and career ready assessment unless a student is exempted because:
  - a. The student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the state college and career ready assessment as inappropriate, even



- with accommodations -- and the student is eligible to take, and takes an alternate assessment provided by the State instead; or
- b. The student is enrolled in an Adult or Continuing Education program as defined in the Adult Education Act -- and the student is not dually enrolled in his/her local school district.

## **Early Graduation**

1. Upon application, the Board of Education authorizes early graduation for students who meet the following criteria:
  - a. Have satisfied all requirements for graduation as contained in the previous section.
  - b. Have demonstrated that an alternative to continuing their high school education would be more productive to them and in the respective student's best interests.
  - c. Have parental/legal guardian permission for early graduation, for students under 18 years of age as of the date of graduation.

A faculty committee chaired by the assistant principal for student services or designee shall be appointed by the principal in each school. The committee shall process all petitions for early graduation and shall recommend to the principal as to whether or not the petitioner fulfills the aforementioned criteria. Requests for early graduation shall be granted only if approved by the principal, and the superintendent.

As part of the application procedure, students and their parents shall be required to certify that the student will remain in attendance at the Glenbrook High Schools through the regularly scheduled final examination period of the student's last semester. Exceptions to this requirement must be approved by the assistant principal for student services.

## **Course Designations**

Glenbrook South High School uses a combination of titles and numbers for course designations. Under this system, the first digit indicates the sequence in a series of courses, the second digit indicates the academic level and the third digit indicates the semester of the course. The following should be of help in explaining the course designation system:

### **First Digit**

- 1 – first course in a sequence
- 2 – second course in a sequence
- 3 – third course in a sequence
- 4 – fourth course in a sequence

### **Second Digit**

- 9 – Academy
- 8 – Advanced Placement
- 7 – Honors
- 6 – Regular/Studies/Team

### **Third Digit**

- 1 – first semester course content (one semester)
- 2 – second semester course content (one semester)
- 3 – first and second semester course content (full year)

For example, Automotives 161 is a first course in Automotives at the regular level indicating semester one content; English 263 is a second course in English at the regular level covering two semesters of work.

## Honors Courses

In certain departments, particular classes are designated as honors courses (7 level). All students who believe they can meet the challenges of rigor and time are encouraged to enroll in honors courses.

Honors work (7 level) is not to be considered as extra work, i.e., the work of the standard sections with added readings or papers. A more accurate description would be work that is significantly different from that encountered in standard classes. In the honors courses, emphasis is placed upon analysis, synthesis, and evaluation. In honors courses, students are given considerable opportunity to assume responsibility for development through research, independent study, and discussion.

## Advanced Placement Courses

Board Policy 7060 establishes the Advanced Placement program. The purpose of this program is to prepare students for the AP examination, which may permit them to receive college credit and/or placement. In an effort to support the intentions of the program, the following has been established:

1. All students who enroll in AP courses and choose to take the exams for their designated courses will be billed for their examinations via eFunds in the fall. Students will be given the opportunity in September, with a deadline in October, to finalize their decision. Students who are unable to pay for the AP examinations because of financial difficulty should see their counselor.
2. Students dropping an AP course before completing the year will not receive AP designation on their transcript.
3. Students who register for Advanced Placement courses are expected to take the Advanced Placement examinations for those respective courses. 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.
4. College Board sets the price of AP exam fees. For the 2019/20 school year, the cost of each AP exam is \$94. Students who do not confirm their intent to take an AP exam by the fall deadline, and choose to register before the spring deadline, will be charged a \$40 late fee per exam regardless of whether they receive financial assistance.
5. Any student who drops a course or chooses not to test for any reason after confirming their intent to take an AP exam by the fall deadline will be charged a \$40 cancellation fee per exam regardless of whether they receive financial assistance.
6. In addition, the District 225 Board encourages all qualified students not enrolled in Advanced Placement courses to take the appropriate Advanced Placement examination. Students who are not enrolled in an AP class who wish to take an AP exam must obtain permission from the respective Instructional Supervisor and contact the testing coordinator by the fall deadline to confirm their intent to test. All late and cancellation fees stated above apply.

## The Glenbrook Academy of International Studies

The Glenbrook Academy of International Studies is a four-year program of combined studies in English, history, and world language that has been designed to meet the special needs, interests, and abilities of a limited number of highly talented and motivated students. Admission to this program is limited to approximately thirty entering freshmen through a competitive selection process.

Persons wishing further information concerning the Academy Program, entrance requirements and admissions procedures may call or write: Director, Glenbrook Academy of International Studies, 4000 West Lake Avenue, Glenview, Illinois 60026-1271. Phone 847-486-4496.

## **Science, Technology, Engineering and Mathematics (STEM)**

The Science & Engineering Learning Community (SELC) is a unique STEM program allowing students to pursue an interdisciplinary sequence of courses that integrates science and engineering to develop habits of mind, problem solving skills, and the mentality of scientists and engineers. The SELC is for high-achieving students who have identified themselves as students desiring to take challenging and integrated STEM coursework and for whom pursuing a STEM-related career in the future is a significant possibility. Students must be entering GBS as freshmen eligible for Geometry or beyond. As part of a community of learners, students have the opportunity to complete a four-year sequence of science, math, and Project Lead the Way (PLTW) engineering courses designed and coordinated to prepare students for success in college and career choices in STEM-related fields. The SELC coursework culminates in a capstone course in which students apply all prerequisite learning and skills developed to identify, design, and create a solution to a real-world engineering problem. In addition, real-world experiences will extend beyond the classroom with unique field trip opportunities, design challenge competitions, our annual Maker Faire & STEM Showcase, and opportunities to connect with professionals in STEM fields.

## **Lab Assistant Program**

Many departments offer the opportunity for students to serve as a lab assistant in their office or classrooms. Students interested in volunteering as a lab assistant should contact their counselor or pick up the form in the Student Services Department. There is no credit or grade associated with being a lab assistant. Lab assistants may be transferred to a study hall at the discretion of the department. The lab assistant program is designed to provide students with opportunities to:

- Gain applied knowledge of a specific subject field.
- Explore career opportunities and options.
- Develop the discipline required to function as a responsible leader.
- Achieve a sense of self-worth through rendering service to others.
- Apply principles learned in the classroom to a work-related experience.
- Learn to follow directions and work with a minimum of adult supervision.

## Pass/Fail Option

The Pass/Fail option was established to de-emphasize the concern for grades while emphasizing the focus on learning. It is hoped that the option will encourage students to broaden their education by venturing into areas which they might otherwise avoid. Please be advised that college/universities typically do not look favorably upon high school Pass/Fail options unless extenuating circumstances are involved,

- A student may elect the Pass/Fail option for one course each semester, including summer school. A maximum of 2.0 (4 classes) credits, not including Peer Group, Guided Study, or Lab Assistant, may be taken during a student's high school career, with the Pass/Fail option. Permission of the principal or the principal's designee is required to exceed the 2.0 credit limit.
- Students electing the Pass/Fail option are expected to meet the same course requirements as other students in the class.
- Prerequisites will not be waived for students seeking to enroll in the Pass/Fail option.
- The criteria for receiving credit with "P" for a course taken pass/fail is a grade of "C" or better on the teacher's grading scale for all students in the class.
- The course title and a letter grade of "P" (pass) or "F" (fail) is entered on the student's transcript at the end of the semester. If a grade of "F" is earned, it will be computed in the grade point average.
- Students must complete the Pass/Fail request form (which is available in the Student Services Office) by the end of the 14th week of each semester. The request for Pass/Fail will be discussed by the student's counselor, the teacher of the course requested as Pass/Fail, and the student submitting the request. Once a course has been approved as Pass/Fail, only a grade of "P" or "F" may be given for that semester.
- The principal or the principal's designee is authorized to make exceptions to the Pass/Fail option on a case-by-case basis.

## Progress Reports/Grading

In order to give students and parents an appraisal of students' achievement in their subject areas, there are three progress check dates during each semester. An email notification is sent to parents to check their student's progress in PowerSchool. Each semester a report card is posted to PowerSchool and an email notification is sent to parents that informs them of the report card posting.

Grades are to be interpreted in the following manner:

- "A" represents outstanding achievement.
- "B" represents above average achievement.
- "C" represents average achievement.
- "D" represents below average achievement.
- "F" represents a failing grade. (No credit is given for an "F" grade in any course.)

- “AU” represents an audit. (No credit awarded.)
- “P” represents a pass.
- “I” represents an incomplete grade. This grade is given only to students who have been absent a prolonged consecutive length of time due to hospitalization, personal illness, illness of a member of the immediate family requiring their presence at home, or other related circumstances. The work for a passing grade must be completed within the following nine-week grading period. Incomplete grades that are not made up during this period are automatically changed to “F” grades on the permanent record. In no case is a grade of incomplete issued to a student who neglects to turn in required work.
- “W” represents withdrawal. (This mark means the student has withdrawn from a particular course without penalty.)
- “WF” represents withdrawal from a course with a penalty and will be considered an "F" in determining GPA.
- “M” represents an excuse for medical reasons. (This mark means that a student has been temporarily excused from the physical education program upon the specific request of a physician.) No credit is given.

### **Final Semester Grades**

Teachers will not use “plus” and “minus” grades in the final grade of the semester. They will give letter grades only.

Semester grades assigned to students are computed by using a single semester course work grade accounting for a total of 80% of the overall semester grade. As in the past, the final exam is still worth 20% of the overall semester grade. These grades are expressed as a percentage score and converted to a letter grade using the following guidelines:

- A = 90 - 100%
- B = 80 - 89%
- C = 70 - 79%
- D = 60 - 69%
- F = Below - 60%

### **Final Examinations**

Final examinations are given to all students during the last days of each semester. An exam schedule is issued by the Associate Principal of Administrative Services. Any request for changes in the schedule must be approved by the Dean of Students in conjunction with the teacher.

In general, a student will not be permitted to take a final examination earlier than the scheduled time. There may, however, be extenuating circumstances that dictate a student’s taking an examination at another time within the examination schedule. Teachers may reschedule their test if it does not conflict with another examination. Special permission for absence from a final examination is given only by the administration. For all persons granted an excused absence from a final examination for first semester, the student is responsible for arranging a schedule with his/her teacher to take the examination. For all

persons granted an excused absence from a final examination for second semester, examinations are administered in the Student Services Department after school has closed. Persons absent on the make-up dates will not be permitted alternative dates.

### **Second Semester Senior Final Exam Policy**

- A senior student with an 80% semester average in a given course may have the option of waiving the final. The only attendance requirement is no unexcused absences including out-of-school suspensions.
- By the nature of the course, if a final exam is deemed critical to a fair assessment of the student's work, the student must take the final exam whether or not the condition above has been met. The instructor(s) of the course, instructional supervisor, and principal (or designee) make this decision.
- Students in classes in which a final may be waived will be notified one week prior to senior finals if their performance meets the criteria stated above. In order to maintain their exempt status, students must continue to meet the criteria through the last day of senior attendance.

## Grade Point Average

Two grade point averages will be computed for each student. Both grade point averages will be included on transcripts for other academic institutions or agencies, as requested by the student.

The all subject grade point average will include all courses for which a letter grade is awarded, irrespective of the area of instruction or level of difficulty. No weighting system will be used, and all courses will be considered of equal rank regardless of the level of instruction (i.e. honors and advanced placement or other courses will also be scored as a four-point scale).

The academic grade point average will include only those courses in the areas of English, world languages, mathematics, science, and social studies for which a letter grade is awarded. While honors courses are usually limited to these five areas, this does not preclude the possible inclusion of honors courses in the other areas. Such courses will be so identified if they meet the criteria established by the superintendent and are approved by the principal/designee and by the teachers' committee to establish criteria for honors courses. Such approval will enable the particular course to be included in the computation of the grade point average described above.

Weighting of courses will be included in the method for determining grade point average as described above. The following point system, based upon the level of instruction, will be used:

Grade	Honors, Advanced Placement & Academy	All Other Courses
A	5 points	4 points
B	4 points	3 points
C	3 points	2 points
D	2 points	1 point
F	0 points	0 points

Letter grades received other than from the District will be recorded on a student's transcript but will not be counted in the student's grade point average. All-subject and academic grade point averages will not be used to determine a class rank for students. No information indicating a relative class rank using either the all-subject or academic grade point averages will be issued internally or externally to staff, students, parents, other academic institutions or agencies.

## Honor Roll

At the conclusion of each semester, the Honor Roll is computed, printed and distributed to the appropriate school offices and the local media. Students are selected for the Honor Roll according to the following standards: A student must earn at least a 3.300 all-subject grade point average (GPA) where: A=4, B=3, C=2 points. A course will not be considered in the calculation of the grade point average if the student took the course outside the district or earned any of the following grades in the course: Pass, Medical, or Withdraw.

A student is automatically disqualified from consideration if he/she receives any of the following grades in any course used to calculate the Honor Roll: D, I, F, WF.

## Glenbrook Scholars

The principal of each school shall designate as Glenbrook academic scholars members of each year's senior class who meet the established academic criteria for Glenbrook Scholars. The minimal criteria for a student who has completed three full semesters at a Glenbrook high school to be designated as a Glenbrook Scholar is the following:

Glenbrook Scholar Required Units of Credit	
English	4.0
Mathematics	3.0
Science	3.0
Social Studies Civics (required) World History (recommended) U.S. History (required)	3.0
Physical Education	3.5*
Health	0.5
Driver Education	0.5*
Constitution Test	-
Consumer Education	0.5
Elective Courses	3.0
Fine Arts	0.5
Applied Arts	0.5
World Languages	2.0
<b>Total</b>	<b>24.0</b>

Glenbrook Scholar Required GPA**	
Academic GPA Minimum <u>AND</u>	4.50
All-Subject GPA Minimum	3.50

\* Requirement may be fulfilled through an approved exemption.

\*\* GPA is calculated upon completion of the 7<sup>th</sup> semester.

## Early Release from School

Early release from school is a privilege extended primarily to juniors and seniors who can benefit from vocational experience outside the school or who have important home obligations that require their presence. Parents must indicate the unusual circumstances that require the student to be at home.

Usually, early release passes are issued only to students who have unscheduled time during the block they are requesting to be released. The Assistant Principal for Student Services must approve all requests to be released from school that 1) necessitate a class change and/or 2) require the student to be at home. Students on early release are required to:

1. Be enrolled in at least five courses and physical education.
2. Have their ID card punched by the administrative assistant in the Student Services department. The ID card must be shown to a school official when requested. The Student Services department will issue the pass upon completion of the schedule change.
3. Leave the school grounds promptly at the time of early release. The student should not reappear unless he/she is attending a school-related activity.



## **Schedule Changes**

Schedule changes before the semester begins are accommodated only under the following circumstances:

1. Level change recommendation
2. Summer school enrollment
3. Graduation requirements for seniors
4. Scheduling conflict

Requests for a particular section or teacher cannot be accommodated. In addition, no schedule changes will be made for lunch preference.

## **Withdrawal from Class**

Students are permitted to withdraw from a course during the first three weeks of the semester without penalty. Courses dropped during this time period will not appear on the student's transcript. A student who withdraws within the first nine weeks, but after the third week, receives a "W" grade for that course on his/her transcript. A student must officially withdraw from a class no later than eight (8) school days after the completion of the first quarter of the semester. A student who withdraws after the quarter and eight (8) school days is subject to a "WF" grade for that course on the transcript.

## **Repeat Courses**

Any student may retake any course in which he or she has previously been enrolled within one year of first taking the course. If a course is repeated, the highest grade earned will stand. Repeated courses must be taken through the Glenbrooks.

The grade for the first course taken will be kept on the transcript until the repeated course is completed. At that time, the transcript will be revised. The grade for the course with the lowest grade will be changed to "RE" (repeated) and the credit for the course will be removed. Concurrently, the appropriate credit and grade for the course with the highest grade will be added.

## **Approval for Courses Taken Outside of District**

If a student would like to take a course outside of the district offerings, and receive credit, the student must receive prior approval from the instructional supervisor of the discipline for the requested course. Students should first see their counselor to obtain the necessary form and discuss their plans.

Approval is subject to the decision of the instructional supervisor and can only be considered accepted if the course is being taught through a school, center, college or university that is accredited for high school work. Coursework that allows both college and high school credit will not be accepted unless approved by the instructional supervisor who oversees the discipline.

If the instructional supervisor approved credit, he or she will also indicate the way the credit will be recorded on the transcript. Credit may be recorded as pass/fail, or a grade that will not be applied to a student's GPA.

## Physical Education Waivers

Board Policy 7300 defines the conditions for students to be considered for a physical education waiver. These conditions include:

1. Students shall be required to be enrolled in a Physical Education course during each semester they are enrolled in the district; enrollment in the required Health course shall satisfy this requirement for the semester during which the student is enrolled in the required Health course.
2. Junior and senior students who participate on an interscholastic athletic team that is either an IHSA sanctioned and/or Board of Education approved sport, or who are enrolled in a marching band course offered for credit, shall be eligible to substitute the athletic team or marching band participation for enrollment in one semester of Physical Education, during the semester in which the student is participating in the athletic team or marching band. Eligibility for such substitutions shall be subject to the following conditions:
  - a. The student shall continue to be required to be enrolled in a minimum of six courses during the semester in which the athletic team or marching band participation is substituted for participation in Physical Education.
  - b. To substitute athletic or marching band participation for enrollment in physical education for an entire semester, the student must replace the physical education course with another course for credit.
  - c. A student may substitute athletic or marching band participation when offered for academic credit during the official season for participation in the physical education class in which they are enrolled. They will remain enrolled in the physical education class and will be expected to fully participate at all times during the semester that are outside of the official athletic or marching band season. Students electing this option will be expected to follow the established policies of the physical education department for attendance during the official athletic or marching band season.
  - d. A student who voluntarily discontinues participation on an athletic team may be required to re-enroll in a physical education class or be required to make up the enrollment in and credit for Physical Education for that semester. Students removed from a team may be re-enrolled in Physical Education as determined by the school administration.
  - e. Students who are not able to continue their participation on an athletic team because of injury shall not be required to re-enroll in Physical Education.
  - f. A student on a winter season athletic team, i.e., a team with a schedule that spans first and second semester who elects to substitute athletic participation for enrollment in Physical Education, must do so during the first semester.
  - g. A student participating in athletic teams in two separate seasons (fall, winter, spring) may elect to substitute athletic participation for enrollment in Physical Education during each semester, provided that the two separate seasons are a combination of a fall or winter sport and a spring sport.
  - h. If a student requests the substitution of participation in an athletic team for enrollment in Physical Education at registration time, indicating an intention to be a part of an athletic team later in the year, and that student subsequently does not go out for the team or does not fill the other conditions listed above, the student shall be required to make up the enrollment in and credit for Physical Education for that semester.
  - i. Credit toward graduation will not be given for the semester during which athletic team or marching band participation is substituted for physical education.

## Parents Right-to-Know

In compliance with ESSA Section 1006(e) PARENTS RIGHT-TO-KNOW, the district will provide parents information, upon request, regarding the professional qualifications of their students' classroom teachers to include: information about their degrees and major areas of study and whether they have met state qualification and licensing criteria for the grade levels and subject areas in which they provide instruction.

# Student Rights and Responsibilities

Adopted by Board of Education  
Glenbrook High School District 225

The statement of Student Rights and Responsibilities represents the combined efforts of students, staff, parents and members of the Board of Education who worked together over a period of two years in its development. Much credit must be given to the students whose refreshing ideas and convincing arguments were a source of inspiration to all who participated. Even more important than the final document was the process by which it evolved, each group representing a particular point of view, sharing its ideas and working compatibly toward a common goal.

The Glenbrook statement of Student Rights and Responsibilities has been approved by all of the participating groups and will serve as a guideline for all members of the school family. It is not, however, intended to serve without change for all time. It is a basic document which must be altered and revised as the needs of the time and the changing relationships demand.

**NOTE:** All board policies are subject to revision. For the most current version of the board policies contained within this document, reference the Glenbrook High School District 225 board policies at: <http://www.glenbrook225.org/board-of-education/policies>.

## Foreword

The Board of Education of Glenbrook High School District 225 believes that the primary function of its schools must be the preparation of all students for meaningful, rewarding participation in a democratic society. Each student has the right to an education which includes those educational experiences which will enable him to meet his present and future needs and to realize his full individual potential for participation. That right will be respected and protected for each student so long as it does not result in behavior which denies to others the self-same right. This is a basic concept of democracy which must be progressively nurtured in all our students during their high school years as a part of their normal physical, social and emotional maturation.

Throughout this period students will be developing their own personal value system, guided not only by the existing values of our society but also by ideas they think will bring about improvements in our society. To facilitate this development, it is imperative that our schools provide an environment where open discussion, free discourse, spirited debate and individual decision are encouraged. Within the bounds of community acceptance, free inquiry, free expression and free association are essential parts of this environment and must be protected as a matter of individual right. However, the Board of Education will not permit anyone, regardless of moral impetus, sincerity or conviction, to limit this right or to obstruct in any way the educational pursuits of any student.

Every school has the inherent right to require the cooperation of its staff and students in the performance of its educational function and to take appropriate action when the conduct of any of its staff and students impedes, obstructs or threatens the harmony of the institution or the realization of its educational objectives.

The relationship between schools and their students is a unique, educational relationship involving rights and responsibilities, considerations and procedures somewhat distinct from those of political, social or judicial institutions. While schools do not and should not exist in a vacuum, detached from the realities of life, the very nature of their activities requires special expectations in terms of student rights,

responsibilities and behavior standards. Both substantive standards and procedural processes related to these special expectations must be reasonable, realistic, equitable and just.

In order to provide an equitable and just basis upon which to work toward the accomplishment of educational goals free from the obstruction of disruptive or inhibitive influences, either from within or without the school, the Board of Education has adopted specific policies clarifying the individual rights and responsibilities between the schools and their staff and students.

## **Section I Protected Student Rights**

The Board of Education of Glenbrook High School District 225 guarantees all students who legally attend the Glenbrook Schools certain protected rights and freedoms, subject only to the general procedures and guidelines herein provided in Section II.

### **A. School Attendance**

Every student will be assured the protected right to attend scheduled classes, to participate in authorized school functions and to utilize school facilities for legitimate purposes.

### **B. Personal Appearance (Board Policy 8100)**

It is the intention of the Board of Education to provide a learning environment which promotes self-respect, balances social responsibility with self-expression, and is free of distracting, disruptive, threatening, or offensive diversions from the educational process. Clothing worn during the school day must provide reasonable coverage.

Student's personal appearance must meet the following criteria:

- It is not in violation of any statute.
- It does not constitute a threat to the safety or health of self or others.
- It does not reference alcohol, drugs, tobacco, or violence.
- It is not offensive by the wording or design, or suggestive of a double meaning.
- It is not gang related in any form or manner.

### **C. Participation in the Governance of the School**

The Board of Education and the school administration cannot abdicate their legal responsibility for the direction, control and operation of the schools. However, students, both as school citizens and as consumers of an educational product, do have the right to be involved in certain matters pertaining to their rights and responsibilities. This involvement may take the form of specific recommendations emanating from official school organizations, or it may be exercised by a single student or by a group of students who wish to express school-related concerns to the school administration. For purposes of discussing these concerns, any student or group of students may request a meeting with the building principal. The building principal will take corrective action if an investigation of the concern proves it legitimate and valid. The decision of the principal may be subsequently appealed to the superintendent. Appeals to the Board of Education may be made through the superintendent only in those cases where the appeal deals specifically with board policy.

### **D. Freedom of Expression, Petition and Dissemination of Information**

Every student will be assured of the protected right to freedom of expression, petition, and dissemination of information through the use of bulletin boards, through the distribution of written materials and the circulation of petitions and through the use of signs and symbols.

1. Use of Bulletin Boards:

At least one bulletin board shall be provided in each school for use of approved student groups and individual students. Other bulletin boards may be designated for official school announcements only.

- a. Materials placed by students on bulletin boards designated for official school announcements may be removed by the school.
- b. Bulletin boards designated for students may be used for school activities, out-of-school activities or matters of general interest to students.
- c. Prior approval by school officials is not required for the posting of notices or other communications on assigned bulletin boards. All such materials, however, must conform to the General Guidelines herein provided.
- d. Any posted material deemed to violate the General Guidelines herein provided may be removed immediately by the school administration. At the request of interested students or of the sponsoring student organization, the school official responsible for removing the materials will explain the nature of the violation.
- e. All student-posted notices or communications shall be subject to reasonable size limitations and shall be dated and may be removed by the school after seven days to assure full access to bulletin boards for all students.

2. Distribution of Written Material and Circulation of Petitions: Subject to the procedures and General Guidelines herein provided, students may exercise their protected rights through (i) the distribution of handbills, leaflets and other written materials and (ii) the collection of signatures on petitions concerning either school or non-school matters or issues.

- a. The time for the conduct of any activities under this Section may be restricted by the school administration to certain designated times, such as periods before school begins, after dismissal or during lunch periods, to the extent that such restrictions are deemed necessary to prevent interference with the school program.
- b. The places for the conduct of such activities may be reasonably restricted by the school administration to permit the normal flow of traffic within the school or on school premises.
- c. The manner of conducting such activities may be reasonably restricted by the school administration to prevent undue levels of noise or to prevent the use of coercion or unreasonable interference with any person.
- d. Prior approval by school officials is not required for the distribution of printed materials and the circulation of petitions on school premises within the intent and purpose of this policy. All such materials, however, must conform with the General Guidelines herein provided.
- e. School officials shall not prohibit the distribution of printed material or circulation of petitions unless there is contained therein matter which violates one or more of the General Guidelines. When any such prohibitive decision is rendered, the school official shall specify the manner in which it is deemed that this policy would be violated by the distribution or circulation. Subject to the right of appeal herein provided, the student will abide by the initial decision until the decision is either suspended or an appeal is upheld.

3. Use of Signs and Symbols:

Subject to the General Guidelines herein provided, students may carry or wear placards, buttons, badges or armbands on school premises.

#### **E. Lockers**

The Board of Education has provided school lockers for the purpose of providing students with convenient receptacles for clothing, books and other articles necessary or convenient for their

use during the school day. The ownership of the locker is maintained by the school district, and the student is granted a limited use of the locker solely in accordance with the following policy:

- The only items that may be placed in the lockers are articles of clothing, school books or supplies relating to school use, lunches and personal items which the student is legally entitled to have in his or her possession.
- The assignment of a locker to a student and the use thereof by the student is made subject to the right of the school administration to have access to the locker at any time for any of the following reasons:
  - a. for periodic cleaning of lockers;
  - b. when in the opinion of the school administration a clear danger to health or safety exists;
  - c. when the school administration has good reason to believe that a locker contains material that a student would not be legally entitled to have in his or her possession.
  - d. at the end of the school year, any items left in lockers will be discarded.

#### **F. School Organizations**

No student will be denied the protected right to membership in any school-chartered student organization because of his religion, race, creed, color, economic status, sex or handicap. Critical examination and the balance presentation of differing views on controversial issues are encouraged. It is expected that student organizations will remain free from advocacy of religious, political or ideological partisanship.

#### **G. Guest Speakers**

It is the responsibility of the school to assist students in the critical examination of various issues and topics that are of contemporary importance. Such investigation and evaluation of controversial issues are deemed essential if the school is to achieve its purpose of educating students as thinking and discriminating individuals.

To this end, the school provides opportunities for such examination through the planned academic program, extracurricular clubs and activities, guest speakers and forums. In this process, it is incumbent upon the school and its staff to recommend and facilitate a balanced presentation of not only the positions of the extreme, but those of the moderate point of view as well. It is further expected that all such discussions and presentations will be conducted within the bounds of good judgment and proper decorum and with full consideration of their rights and sensibilities of others. Profanity or obscenity, libel, slander or disruption are not considered legitimate means of implementing the intent of this policy. This policy statement shall apply equally to those guest speakers invited by staff or students to address school groups. All invitations to outside speakers shall be reviewed by the school principal or his designated representative. The principal or his representative may refuse to permit the appearance of persons or organizations whose presence may be reasonably expected to result in violence or disruption or those who are known to engage in efforts to incite others to violence, disruption or other breach of law. In addition, all such presentations must conform to the General Guidelines herein provided.

#### **H. Student Records**

Board Policy 8280 states that shall comply with the requirements of the Family Educational Rights and Privacy Act, Illinois School Student Records Act, Mental Health and Developmental Disabilities Confidentiality Act, Local Records Act, Individuals with Disabilities Education Improvement Act of 2004, USA Patriot Act of 2001, and related rules and regulations, with respect to the confidentiality, maintenance, release, and destruction of school student records and challenges to the content of such records.

Board Procedures 8280 states the current procedures that have been developed for the management of students records in Glenbrook High School District 225, including:

- Confidentiality
- Inspection and Review of School Student Records
- Release of Personally Identifiable Information
- Transfer of Records
- Challenges to School Student Records
- Former Student Requests for Name Change to Records
- Retention and Destruction of Records

**I. Pregnant Students**

Students are allowed to attend regular classroom instruction until they are unable to attend school because of pregnancy. Homebound instruction, correspondence courses or other courses of instruction will be provided to pregnant students consistent with Board Policy: Home/Hospital Instruction (7160) and the provisions set forth in the School Code.

**J. Personal Property**

The school district does not cover, in any way, personal items brought on school grounds.

**K. Student Images**

The school reserves the right to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form. The school also reserves the right to allow members of the press and media into the school to cover non-public events, accomplishments, and news stories; and to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form. Unless a parent or guardian requests in writing to the Assistant Principal for Student Services that identifiable images of his or her child not be used, the school has the right to participate in publicity actions as stated above.

**L. Buses**

Students are expected to behave while riding the school bus and at bus stops. The bus driver is in legal charge of student's actions and will enforce all observed school rules. Student misbehavior which may distract the bus driver is considered a major offense. Students and parents are urged to report to the Dean's Office any actions by a student and/or driver which violate safety considerations. Rules are in effect on all school-sponsored trips. Damage to the bus, any property of the bus company, or any other violations involving misbehavior will result in the loss of ridership privileges and the forfeiture of any fee.

**M. Reciprocal Reporting Assignment**

District 225 maintains reciprocal reporting agreements with the villages of Glenview and Northbrook. Students and parents are to recognize that information regarding student behavior will be shared between the high schools and the village police departments and may be used in student discipline matters

**N. Public Notice - Discrimination, Disability, Equal Access**

The Board of Education of Glenbrook High School District 225 will comply with all federal and state statutes, laws, rules, and regulations which prohibit discrimination in the employment of personnel or in the provision of programs, services, activities or benefits on the basis of race, color, religion, national origin, ancestry, age, sex, marital status mental or physical disability, unfavorable discharge from military service or any other unlawful basis. It is the further policy of the Board of Education that both sexes shall be provided equal access to educational and extracurricular programs and activities, and that students with disabilities who are residents of the School District will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

Comments or questions about the Board's policy of nondiscrimination should be directed to the Assistant Superintendent for Human Resources, 3801 West Lake Avenue, Glenview, IL 60026. Phone 847-486-4704.

Comments, questions or concerns relative to these policies at the school should be directed to the Associate Principal for Administrative Services, 4000 West Lake Avenue, Glenview, IL 60026. Phone 847-486-4402.

**O. Directory Information and the Military**

In accordance with the U.S. Patriot Act of 2002, the Board of Education has authorized the school to release student directory information upon request to branches of the United States Armed Forces. Release of this information may be denied by the parent by submitting a request in writing to the Assistant Principal for Student Services.

## **Section II General Guidelines Regarding Student Rights**

In order to ensure the orderly and efficient operation of the schools, all protected activities shall be subject to the following General Guidelines:

- A. No activity which materially or substantially interferes with appropriate student discipline on or off school premises shall be deemed protected activity.
- B. No activity which materially disrupts or may disrupt normal operation of the school or provokes any substantial disorder shall be deemed protected activity.
- C. No activity which invades the lawful rights of other persons shall be deemed protected activity.
- D. No activity shall be deemed protected activity which involves the use of (i) obscenities, or (ii) any lewd or prurient themes where, given the particular context, content and manner of communication, such use or expression may reasonably be expected to be substantially harmful to the normal development of younger, more impressionable and less mature students in the school.
- E. No activity involving the use of false statements or innuendos which may subject any person to hatred, ridicule or contempt, or which may injure the reputation of any person, shall be deemed protected activity.
- F. No activity involving the use of statements grossly offensive to the reasonable sensibilities of school personnel, or unfairly or unduly injurious to their professional reputation, shall be deemed protected activity. Nothing herein, shall be deemed to prohibit legitimate criticism for the purpose of redressing grievances actually deemed to exist.
- G. No activity involving statements grossly offensive to the reasonable sensibilities of any racial, religious or ethnic group, or any members thereof, shall be deemed protected activity.
- H. No activity involving the use of printed materials to advocate that any religious denomination, sect or point of view is preferable to any other religious denomination, sect or point of view shall be deemed protected activity.
- I. No activity involving the advocacy of the use of any substance or materials which may reasonably be believed to constitute a direct and substantial danger to the health of students, or providing any information as to the availability of such substances or materials, shall be deemed protected activity.
- J. No activity involving advocacy of the violation of existing statutes, ordinances or other established laws or official school policies, rules or regulations shall be deemed protected activity. Nothing herein, however, shall prohibit criticism of any law or policy, including suggestions for its change or elimination.
- K. No activity involving the distribution of written materials which has as its primary purpose advertising commercial products or services for sale by profit-making organizations shall be deemed protected activity.



- L. No materials may be sold, circulated or distributed in exchange for any payment whether in the form of a price or voluntary contribution; nor shall any student receive payment for his services in the distribution or circulation of any material; nor shall any student solicit funds for any reason. No solicitation or distribution in violation of this paragraph shall be protected activity. Nothing herein, however, shall apply to those activities approved by the principal or his representative or school chartered organizations as being in accordance with the purposes of those organizations.
- M. No printed material published in connection with a protected activity shall be prepared by use of school equipment or property without specific prior approval by appropriate school personnel.
- N. All copies of any written materials, whether posted on bulletin boards or circulated and distributed on school premises, shall bear the names of approved student organizations or of other sponsoring student groups or students. In the case of a student group, the names of at least two students principally involved in the posting, circulation or distribution shall be included.
- O. Any activity not school-sponsored, but which bears reasonable nexus with the school, is subject to disciplinary consequences.

### **Section III Violation of Guidelines**

Any violation by any student of the procedures or General Guidelines, or any administrative rules, decisions or action adopted or taken in pursuance of this policy will subject the student to disciplinary action, including suspension or expulsion in accordance with such procedures as may be provided by law and rules and regulations adopted by, or pursuant to, the authority of this Board of Education: provided, that except in cases involving gross and intentional violations, the first violation of this policy by any student shall be followed by a warning, oral or written, to cease and desist such alleged violation, which warning shall explain in what way the action violated this policy. A copy of any written warning shall be immediately transmitted to such student's parents. Any further violation of this policy by such student may be deemed gross disobedience subject to the discipline procedures hereinabove provided.

### **Section IV Relationship Between the School and Its Students and Staff Student Behavior, Control, and Accounting**

The Board of Education subscribes to the theory that a democratic society can function successfully only when there is an intelligent citizenry, when individual freedoms are accepted as relative rights, and when there is a willingness to compromise issues in a non-violent manner. It further believes that our Glenbrook Schools, as educational institutions created by a democratic state, have an obligation to provide living experiences in these basic theories of democracy. Emphasis upon individual student responsibility for both learning and behavior is essential, but it is also essential that rules and regulations imperative in governing the relationship between the school and its members, be communicated in clear, concise policies. Therefore, the Board of Education approved the policies relative to Student Behavior, Control, and Accounting, hereinafter provided.

- A. The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs on or off campus, including such conduct that occurs on school buses, at bus stops, and while students are traveling to or from school or school bus stops; at school sponsored events and activities connected with the school program; any event having a nexus with the school; and at any other time such action is necessary for the safety and supervision of students. Misconduct includes, but is not limited to the following:**

- i. Violation of public law, such as theft, arson, assault and battery, destruction of property, gambling and hazing.
- ii. Possession of dangerous weapons, including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances.
- iii. Threats of harm to persons or property, or speech or action clearly inciting to immediate physical violence including aggressive behavior/bullying.
- iv. Willful refusal to present the school identification card or other proper identification upon a reasonable request by a member of the administration and/or other staff members working within their areas of responsibility.
- v. Failure to comply with reasonable directions or request of members of the staff in the performance of their duties while on school premises or at school affairs off school premises.
- vi. Sales, distribution, possession, or under the influence of any illegal substance while on school premises or at any school-sponsored event. The term "illegal substance" as used herein is defined to include all alcoholic liquor (235 ILCS 5/1-3.05); all controlled substances under the Controlled Substances Act (720 ILCS 570/100) except when prescribed for the student by a licensed prescriber; cannabis under the Cannabis Control Act (as defined in 720 ILCS 550/3(a), Illinois Revised Statutes); any "look-alike" substance (as defined in 720 ILCS 570/102; drug paraphernalia as defined in board policy and any anabolic steroid (as described in 720 ILCS 570/102). A student shall be considered under the influence of an illegal substance whenever the student's conduct gives evidence of consumption of an illegal substance on or prior to arrival on school premises or any school sponsored event.
- vii. Forgery, alteration, as well as use, receipt or possession of school documents without proper authority.
- viii. Engagement in academic dishonesty such as intentional plagiarism, giving or receiving help during an achievement examination, obtaining copies of tests or scoring devices prior to an examination, or impersonating another student to assist him academically.
- ix. Knowingly making a false fire alarm or any other false and disruptive rumor or report.
- x. Smoking or tobacco use while on school premises.
- xi. Not adjusting to the demands of school life as evidenced by continuing misconduct.

**B. The school administration is authorized to take necessary action to prevent activities which in its judgment cause a disruption in the learning environment or interfere with the protected rights, safety, health or reputation of any school member. Procedures for carrying out this action are described below:**

- i. Means for establishing communications among students, staff and administration will be clearly defined and operating. All students at all times are to use these established channels of communication in order to obtain answers to questions or to seek action which aims to improve the institution and all of its members. Such channels shall be subject to revision if it is the consensus of all members of the institution that they fail to achieve the goals for which they were established.
- ii. Rules and regulations designed to protect the rights of all students to a quality education within an environment conducive to learning will be established and enforced.
- iii. Any individual student who engages in any disruption of the learning environment will be ordered by any staff member to cease the disruption and be subjected to disciplinary action, including that of losing rights to the education provided by the school.
- iv. All members of any group of students engaged in any activity such as picketing, boycotting, unauthorized meetings during school hours or unauthorized use of school facilities will cease such action upon the immediate order of any staff member and be subject to suspension and expulsion from school.

- v. All members of any groups of students engaged in any activity of a violent nature such as rioting, fighting or vandalism which involves the school and/or its facilities will cease such action upon immediate order of any staff member and be subject to suspension or expulsion from school.
- vi. If any individual acting alone or as a member of a group fails to cease a disruptive activity on or off campus immediately upon the request of a staff member, the local law enforcement agency will be called upon to end the disruption and the particular individual or individuals will be dealt with as legal offenders.
- vii. During such time that any disruption might occur, all students not at the scene of the disruption will be ordered to remain in the area in which they are located at the time of the disruption, until the activity has ceased. Failure to abide by this order will subject any student to the same disciplinary action as that of the students involved in the activity.

**C. The school administration is authorized to prescribe procedures for general accounting and control.**

## **Addenda**

### **General Policies Regarding Student Behavior**

The following board policies regarding student behavior are available at the end of the hard copy version of this handbook. The most current version of each policy is accessible at:

<http://www.glenbrook225.org/board-of-education/policies> or through the links below.

- [Traffic and Parking Controls \(Board Policy 5020\)](#)
- [Purpose and Use of Technology and Network Resources \(Board Policy 7220\)](#)
- [Student Behavior, Misconduct, Rights and Responsibilities \(Board Policy 8400\)](#)
- [Disciplinary Action Relative to Student Misconduct \(Board Policy 8410\)](#)
- [Disciplinary Action Relative to Student Misconduct \(Board Procedures 8410\)](#)
- [Student Attendance \(Board Policy 8420\)](#)
- [Student Attendance \(Board Procedures 8420\)](#)
- [Student Smoking and Tobacco \(Board Policy 8430\)](#)
- [Academic Dishonesty \(Board Policy 8440\)](#)
- [Academic Dishonesty \(Board Procedures 8440\)](#)
- [Weapons Possession \(Board Policy 8450\)](#)
- [Illegal Substances and Paraphernalia \(Board Policy 8460\)](#)
- [Harassment – Students \(Board Policy 8470\)](#)
- [Harassment – Students \(Board Procedures 8470\)](#)
- [Hazing, Bullying or Aggressive Behavior \(Board Policy 8480\)](#)
- [Search and Seizure \(Board Policy 8500\)](#)

# Glenbrook Code of Conduct

## Philosophy

Glenbrook High School officials, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of participation on teams, squads, performing groups, clubs and other school organizations should conduct themselves as responsible representatives of the school. In order to assure this conduct, coaches and sponsors enforce a Code of Conduct. Furthermore, members of teams and organizations who fail to abide by the Code of Conduct are subject to immediate disciplinary action. Members of teams and organizations must always serve as exemplars of high moral character and must demonstrate appropriate academic commitment which is expected from all students. As recognized representatives of their school, participants are expected to exhibit appropriate behavior during the season (activity) or out of season, in uniform or out of uniform, on campus or off campus.

## Section A Rules and Guidelines

The Glenbrook High School District has as its primary goal the academic education, as well as the physical and social development of all students. Therefore, students are expected to demonstrate good citizenship by following all school rules; local, state and federal laws; and comply with all Illinois High School Association by-laws and eligibility requirements.

1. Violations of any of the following will be considered violations of the Glenbrook Code of Conduct and will subject the violator to disciplinary action:
  - a. school rules as described in the Students Rights and Responsibilities section of the Student-Parent Handbook;
  - b. local ordinances;
  - c. state and federal laws;
  - d. the display of proper sportsmanship at a school activity, competition, or event.
2. Attending parties or gatherings where illegal substances or tobacco products may be present is strongly discouraged. The district's concern for the health and overall welfare of its students is at issue along with the potential for problems that may face the district's students in such situations. The district encourages its students to make responsible choices.
3. It is the expectation of the school that students will be in attendance and fully participate in normal school activities on the day of an event, activity or contest. The administration reserves the right to limit participation of students in cases of non-attendance at school.
4. School officials are not expected to monitor off-campus, non-school activities unless the violation is brought to their attention, is sufficiently severe to bring discredit upon the Glenbrook organization, and said conduct is reasonably proven.
5. Each coach or sponsor has the prerogative to establish additional rules pertaining to the activity supervised which do not conflict with this Code of Conduct. Such rules may include attendance at practices, curfew, dress and general conduct of participants during practices, contests, trips, etc. Rules set by the individual coach or sponsor must be in writing with the approval of the Director of Athletics or the Director of Student Activities and communicated in writing to the student participants before his/her activity begins.
6. Students suspended from school will not be allowed to participate in activities or athletics while they are on suspension. Additional consequences from the athletic or student activities department may also follow.
7. The Dean's Office will be notified of all violations of the Code of Conduct and the consequences of the infraction. In addition to the penalties imposed by the Code of Conduct, such infractions will also be subject to appropriate Board of Education disciplinary policies.

8. Sophomore, Junior, and Senior students will not be allowed to serve a Code of Conduct suspension in any sport in which they have not previously participated.

## **Section B - Procedures**

A student may be suspended from participation in any activity according to the following procedures:

1. All reports of violations of the Code of Conduct are to be made either to the Director of Athletics or to the Director of Student Activities.
2. The director of the respective activity shall contact the student, parents, coach or sponsor to inform them of the violation and the procedures to be followed. If requested in writing, a meeting shall be scheduled within three (3) school days. This meeting shall include the director of the activity, the student, his/her parents, if they desire, and the student's coach or sponsor.
3. The director and coach or sponsor will determine the course of action. The student and his/her parents shall be notified of the decision immediately.
4. Any student who violates the guidelines and/or does not satisfactorily complete the season or activity may not be eligible for any awards or special recognition given for participation in the activity. Furthermore, a student who holds an elected or appointed office or position (i.e., peer leader, team captain, student organization officer) may be required to relinquish said position upon violation of the guidelines.
5. Penalties will be applied in every activity in which a student participates. Penalties will be applied in the current or upcoming sport and/or performance activity in which a student participates. Any offense constitutes a violation for the purposes of all activities covered under the guidelines.

## **Section C - Guidelines for Action**

Consequences for Code of Conduct infractions by athletes and activity participants are determined by the following guidelines. There is no differentiation of consequences for in-season or out-of-season participation, and a penalty may carry over from season to season and/or year to year. The consequences may exceed the minimum guidelines due to the egregious nature of the infraction. Rule enforcement will be consistent and immediate.

### **Athletics**

- 1st Offense: Suspension from 10% of the season for all general Code of Conduct violations as well as the use of tobacco or tobacco products or 20% of the season for other illegal substances as defined by Board Policy 8460. Student-athletes may be referred to a counselor regarding issues related to the violation. All suspensions are to be rounded to the higher full game or contest.
- 2nd Offense: Suspension from 30% of the season for all general Code of Conduct violations as well as the use of tobacco or tobacco products or 60% of the season for other illegal substances as defined by Board Policy 8460. The student-athlete will be required to attend an educational program for issues related to the violation that has been approved by the counseling and athletic departments. All suspensions are to be rounded to the higher full game or contest.
- 3rd Offense: Suspension from all athletics for one calendar year. Consequences resulting from Code of Conduct violations may be carried over from season to season and/or year to year.

## Student Activities

### **Clubs and Organizations:**

#### **special interest clubs, student government, class boards, honorary societies**

- 1st Offense: Suspension from club meetings/activities for not less than four (4) weeks for all general Code of Conduct violations as well as the use of tobacco or tobacco products or not less than seven (7) weeks for other illegal substances as defined by Board Policy 8460. Participants may be referred to a counselor regarding issues related to the violation.
- 2nd Offense: Suspension from club meetings/activities for not less than nine (9) weeks for all general Code of Conduct violations as well as the use of tobacco or tobacco products or not less than eighteen (18) weeks for other illegal substances as defined by Board Policy 8460. Participants will be required to attend an educational program for issues related to the violation that has been approved by the counseling department and the Director of Student Activities.
- 3rd Offense: Suspension from club meetings/activities for one calendar year. Consequences resulting from Code of Conduct violations may be carried over from event to event and/or year to year.

### **Student Performance Organizations:**

#### **Music, speech, debate, drama, dance, sports-related activities**

- 1st Offense: Students who are in violation of general Code of Conduct rules as well as the use of tobacco or tobacco products will not be permitted to participate in and/or audition for the next major performing event and/or shall serve two (2) Saturday detentions. Students in violation of rules regarding illegal substances as defined by Board Policy 8460 will not be permitted to participate in and/or audition for the next performing event and/or shall serve four (4) Saturday detentions. Participants may be referred to a counselor regarding issues related to the violation.
- 2nd Offense: Suspension for at least the next performances for all general Code of Conduct violations as well as the use of tobacco or tobacco products or the next two (2) performances for other illegal substances as defined by Board Policy 8460. Participants will be required to attend an educational program for issues related to the violation that has been approved by the counseling department and the Director of Student Activities.
- 3rd Offense: Suspension from performing events for one calendar year. Consequences resulting from Code of Conduct violations may be carried over from event to event and/or year to year.

## **Section D - Right of Appeals**

A student and/or his/her parents may appeal a decision by writing a letter to the director of the respective activity with copies to the principal, within three (3) school days following the meeting set forth in Section B. This letter should request a hearing with the administrative staff as designated by the principal.

Within five (5) school days after the letter is received, the school will notify the parents and the participant of the time and place of the appeal hearing. The school's administrative staff will hear the case and will take action that they consider appropriate. During the time between the original decision and the appeal hearing, the principal has the authority to waive the action which has been taken.

## **Section E - Voluntary Disclosure**

Any student who voluntarily reports a violation of the Code of Conduct may be subject to a lesser penalty but the violation will count as an offense. The student may be required to attend an educational program that has been approved by the counseling department. Voluntary disclosure resulting in an "offense" penalty may be used only once by a student during his/her enrollment at the Glenbrook High Schools.

# Office of the Dean

## Attendance

To report student absences, contact the attendance office at **847-486-4632**. Absences can be reported 24 hours a day.

### Who to contact about reporting absences

- On any day when a student is unable to attend school, must leave school during the day, or arrives late to school, the parent or guardian must call the Attendance Office. The direct line to this office is 847-486-4632.
- A parent/legal guardian must contact the attendance office to excuse all absences by the end of the next school day following each absence. If a parent/legal guardian has not verified the absence by the end of the next school day following the absence, the absence will be considered an “unexcused absence.”
- The Attendance Office needs a parent or guardian phone call on each day of an absence or extended period thereof.

### What to do about reporting absences

- **Arrive Late to School:** The student must sign in at the attendance window immediately upon arriving to school. The parent or guardian must call the Attendance Office within two days (48 hours).
- **Leave School Early:** The student must have parent or guardian permission prior to leaving school and must sign out at the attendance window prior to leaving school.
- **Full Day Absences:** The parent or guardian must call the Attendance Office on each day of an absence.
- **Failure to follow the above procedures can result in an unexcused absence.** (See the Attendance policy in the Student Rights and Responsibilities section of this handbook). Also, students who do not sign in at the Attendance Office will be subject to disciplinary action.

## Student Absences

Student absences from school will be classified as follows:

### 1. **Excused Absence**

- Reasons for an excused absence shall include illness of the student, death in the family, religious holidays, participation in election day activities, school-sponsored activities, medical appointments, family emergencies, and Learning and Reflection Center (LRC) placement.
- An excused absence shall enable a student to receive credit for work which is made up. Excessive excused absences (as defined by the Dean’s Office) may require further verification (i.e. doctor’s note).



**2. Explained Absence**

- Other parent-approved absences, such as vacations, college visits and interviews shall be considered by the building administrator for approval as an explained absence if the request is made prior to the absence.
- An explained absence shall enable a student to receive cred- it for work which is made up, but the time and place of any make-up sessions shall be solely at the initiative of the student and at the convenience of the teacher. See Planned absence from school.
- Excessive explained absences (as defined by the Dean’s Office) may require further verification (i.e. doctor’s note).

**NOTE:** Students cannot remain on school property and be excused (called out) from a class by their legal guardian. Once the student is called out and has signed out, the student must leave the campus.

**3. Excessive Excused Absences – Per Year**

- In instances of excessive excused/explained absences that are non-school related, the following procedure will be followed:
  - 5th excused absence – A letter will be sent home to the parents/guardians expressing concern regarding the number of excused/explained class absences that are non-school related. Further excused/explained absences may result in a 2nd and final warning to be sent which may require a doctor’s note in order for the absence to be excused.
  - 7th and final warning to be sent which may require a doctor’s note in order for the absence to be excused.

Reason	Parent Needs to Call	Counts Toward the 5/7	No Count
Illness	Yes	*	
Medical ( <i>with doctor’s note</i> )	Yes		*
Field Trip	No		*
Nurse/Guidance/Admin	No		*
Parent Request	Yes	*	
College Visit	Yes	*	
Vacation	Yes	*	
Religious Holiday	Yes		*
Family Emergency/Death	Yes		*
College Representative	No		*
Homebound	No		*
LRC/Suspended	No		*
Testing	No		*
Court	Yes		*
Weather	Yes	*	

**4. Unexcused Absence**

- Reasons for an unexcused absence shall include truancy, suspension, failure to have proper verification to explain an absence, more than five minutes late to class, and any unauthorized departure from the building.
- Students who receive an unexcused absence may be required by individual teachers to make up missed work; however, no credit will be given for this make-up work.
- Consequences for Unexcused Absences Per Block:
  - 1st offense = Warning and notification sent home to parents/guardians.

- 2nd offense = 6-hour Saturday detention assigned by the Dean of Students and a phone call home to parents/guardians.
- 3rd offense = Referral to SST, phone call home to parents/guardians, and possible removal from class with a withdraw fail.

Number of Offenses	Unexcused Absences (no credit given for UNX absences)	Tardy (per block)
1	Warning, no credit given	Warning
2	6-hour Saturday + phone call to parent/guardian, no credit given	Warning
3	Dean determines consequences. Possible removal from course with a withdraw fail. No credit given	1 30-minute detention given by teacher
4		Warning
5		Warning
6		1 30-minute detention given by teacher
7		Warning
8		Warning
9		6-hour Saturday detention OR drop from class
10		Warning
11		Warning
12		May drop class with a withdraw fail

#### 5. Planned absence from school

- Planned absences for one or more full school days:
  - A prearranged absence form must be completed and returned to the attendance window three (3) days in advance for those planned absences which require a student to be absent for three school days or more.
  - A prearranged absence form may be obtained from the attendance window upon receiving a parental phone call explaining the nature of the planned absence. This form must be signed by each of the teachers from whose classes the student will be absent and returned to the Office of the Dean of Students three (3) days prior to the planned absence.
- Planned absences for less than one day:
  - A student having the necessity to leave school during the day must report to the attendance window to sign out. A parental phone call (a “call out”) must be received before a student may leave.
  - Students are to return to school following all appointments unless the school day has been completed.
  - Upon returning to school, students are to sign in immediately.
  - Failure to sign out or to sign in properly will result in the student being issued an unexcused admit, disciplinary action, and may constitute an unexcused absence.

**NOTE:** Students who leave the campus without permission from a legal guardian will be considered truant and are subject to disciplinary action.

## Early Release

Students who have an early release from school are expected to remain in the building for the first 45 minutes of their SRT. Students are expected to leave the building after the first 45 minutes of their SRT.

## Tardiness

Tardiness, as defined in the school attendance policy, is any unexcused appearance of a student during the first five minutes of class or study hall. Students who are more than five minutes tardy shall be considered absent/ unexcused. Even though the student may be more than five minutes late to class, he/she is expected to report to class for the remaining class period. Any student who arrives late to school MUST sign in.

### Tardy Consequences:

- 1st set of 3 tardies = one 30-minute dean's detention assigned by teacher
- 2nd set of 3 tardies (6th tardy) = one 30-minute dean's detention assigned by teacher
- 3rd set of 3 tardies (9th tardy) = 6 hour Saturday detention issued by the Dean of Students or dropped from class
- 12th tardy may result in removal from class with a withdraw fail

Detentions are held before school from 7:20-7:50 am in the test center and after school from 3:20-3:50 pm in Room 300, the Learning and Reflection Center (LRC).

### Saturday Detention

- Saturday detention is served in Room 166 from 8:00 am-2:00 pm.
- Saturday detentions are supervised by teachers
- All school rules apply during the Saturday detention
- Students are required to show up on-time and are required to bring homework assignments or educational reading material to occupy their time
- Any student who commits an infraction during the Saturday detention will be sent home immediately and will forfeit all time served that day
- Transportation for Saturday detention is not provided by District 225. Students must arrange their own transportation

**NOTE:** Failure to show up for Saturday detention will result in a suspension (in school or out of school).

## Truancy

Any student in the building or on campus will be unexcused/truant from any class they do not attend. The Board of Education attendance policy and the procedures for enforcing the policy may be found in the Student Rights and Responsibilities section of this handbook.

**NOTE:** Students cannot remain on school property and be excused (called out) from a class by their legal guardian. Once the student is called out and has signed out, the student must leave the campus.

## Academic Dishonesty

### Statement to Students

Cheating is dishonest, degrades character and reputation, and impedes individual learning.

Some examples of cheating are listed below:

1. Obtaining a copy of test or scoring devices.
2. Accepting a copy of tests or scoring devices.
3. Copying another student's answers during an examination.
4. Providing another student answer to or copies of examination questions.
5. Having another person impersonate the student to assist the student academically.
6. Impersonating another student to assist the student academically.
7. Representing as one's own work the product of someone else's creativity.
8. Using, or having available for use, notes, electronic or telecommunication devices, or other unpermitted materials during "closed book" examinations.
9. Duplicating any portion of another student's homework, paper, project, laboratory report, take-home examination, electronic file or application for submission as one's own work, other than for a teacher-approved collaborative effort.
10. Having someone other than the student prepares any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
11. Permitting another student to copy any portion of the student's homework, paper, project, laboratory report, take-home examination, electronic file or application, other than for a teacher-approved collaborative effort.
12. Using any portion of copyrighted or published materials, including but not limited to electronic or print media, without crediting the source.
13. Any other action intended to obtain credit for work that is not one's own.

Students who have been found cheating may expect to receive an "F" for the text/quiz/project/paper, fail the grading period or receive an "F" for the semester. Cases of flagrant or repeated offenses, may be referred to the Major Disciplinary Review Committee. See the section of Student Rights and Responsibilities in this handbook for a complete copy of the Board of Education policy and procedures on Academic Dishonesty.

## Advertising

Students who desire to advertise, make collections or solicit for any activities, whether sponsored by the school or not, must obtain permission to do so from the school administration. ALL requests for such permission should be made to the Assistant Principal Student Activities. Specific guidelines on this subject, use of bulletin boards, and distribution of written materials can be found in the Student Rights and Responsibilities section of this handbook.

## Assemblies

Students shall maintain an attitude of respect for the performers or speakers, for the physical location of the assembly and for other students and faculty members who are present. Students that do not follow directions for attendance or assigned seating during assemblies will be considered unexcused for the block.

## **Behavior on School Bus**

Students must behave while riding the school bus and at bus stops. The bus driver will enforce all school rules. Students' misbehavior which may distract the bus driver is considered a major offense. Damage to the bus, any property of the bus company, or any other violations involving mis- behavior will result in the loss of ridership privileges and the forfeiture of any fee. Students and parents are urged to report to the Dean's Office any actions by a student and/or driver which violate safety considerations. Rules are in effect on all school sponsored trips.

Please observe the following rules for your safety:

1. Be on time at the designated school bus stop. The after-school bus leaves promptly at 3:30 p.m.
2. Stay off the road at all times while waiting for the bus.
3. Be careful when approaching the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until instructions are given from the driver.
7. Keep hands and head inside the bus windows. Do not throw anything out of the bus window.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Never tamper with the bus or any of its equipment.
10. Assist in keeping the bus safe and sanitary at all times. No eating, smoking, or drinking is allowed on the bus.
11. Animals are not permitted on the bus.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions; then wait for a signal from the bus driver permitting you to cross.

## **Bus Transportation Information**

School buses will depart from Door OO (main gym entrance) between 3:15 pm and 4:00 pm

For all general inquiries regarding bus routes, payments, or other information, please call 847-486-4872.

Public transportation (Pace) operates between the school and downtown Glenview. Visit [www.pacebus.com](http://www.pacebus.com) for schedules.

## **Code of Conduct for Computer Use**

### **Student Privileges**

Students have the privilege to use computer workstations in order to facilitate educational growth in technology skills, information gathering skills, and communication skills. These workstations may provide access to the Internet.

### **Student Responsibilities**

In order for the Glenbrook High Schools to provide sound educational opportunities via the network, each student needs to use the computer network system responsibly.

The student exercising his/her privilege to use the Internet as an educational resource is responsible for all material received. Only those students with prior experience or instruction shall be authorized to use the Internet. Students are responsible for not giving their computer account and password to anyone. Students may not alter any network address or identifiers. Students may not copy software from computers, destroy or damage another person's files or messages, copy other people's work, or attempt unauthorized access to networks in or out of the building. They may not make unauthorized entry, interfere with or disrupt any computer, network, service or equipment, regardless of who may own, operate, or supervise it.

Students are not allowed to access, use or possess pornographic material, inappropriate or offensive text via email or other means or files deemed dangerous to the integrity of the Glenbrook High School network system. In addition, students may not access use or possess unauthorized or illegally obtained hardware, software or data.

It is a student's responsibility to maintain the integrity of the private electronic mail system. The student has the responsibility to report all violations of privacy. Students are accountable for all mail sent or received under their use accounts.

Students may not use the network or labs for wasteful or frivolous purposes including but not limited to playing games and participating in chat programs. It is the student's responsibility to follow all computer lab rules and obey supervisors of all school labs.

Failure to comply with the Code of Conduct for Computer Use may result in loss of computer privileges as well as other penalties.

### **Conduct in the Cafeterias**

It is the responsibility of every student to return his or her tray to the proper location and deposit all waste paper in the trash receptacles. Students may not take food or drink out of the cafeteria. Any student referred to the Office of the Dean of Students for throwing food, littering, or misconduct will be subject to disciplinary action.

### **Dances**

Only currently enrolled Glenbrook South students who present their current school ID card will be admitted to school dances. Students who would like to bring a guest from another high school must receive permission from the Dean's Office *before* purchasing a ticket for the guest. The guest permission form must be filled out by the GBS student, the guest, and an administrator from the guest's school. Any non-Glenbrook South student in attendance will be held accountable to all school rules the same as any other student. Students leaving a dance will not be readmitted. No students will be admitted the last half hour of a dance or after 10:00 p.m.

## Electronic Devices

### Electronic devices include, but are not limited to:

- MP3 Devices
- Personal Laptop Computers and Tablets
- Mobile Internet Devices (MID's): iPod Touch, iPods and PDAs, etc.
- Telecommunication Devices/Cell Phones/Smart Phones

### General Usage

1. All devices can be used at school or school related functions but cannot be used or worn in classrooms.
2. Personal Laptops can be used for educational or school related purposes but only in the "unscheduled areas." Unscheduled areas include the Library, West Café, East Café, Student Activities Center, and the non-academic hallways surrounding these areas.
3. If devices are used, the following must be observed:
  - a. Students must be viewing materials, listening to audio and accessing material/websites which are appropriate for minors in a school setting and in accordance with the District Acceptable Use Policy (AUP).
  - b. Students must turn off, put away, or relinquish any device when requested by any District 225 staff members.
  - c. In classrooms, it is the expectation, that any device is away, out of sight, and silent unless otherwise directed by the teacher.
  - d. If audio is used, it must be muted, or headphones must be utilized.
  - e. The policy prohibits the use of electronic devices in all restrooms, locker rooms, and any other location where students and staff "have a reasonable expectation of privacy."
4. Students are prohibited from videotaping or recording adult staff members at Glenbrook South without permission. Students who violate this expectation will be subject to Dean's Office consequences.

### Consequences for Misuse of an Electronic Device:

1. 1st offense = 3 detentions issued by the Dean of Students
2. 2nd offense = 6 hour Saturday detention issued by the Dean of Students
3. 3rd offense = suspension

**NOTE:** All electronic devices that are seen in class may be confiscated by staff member and brought to the Dean's Office.

### Security Risks

- Electronic devices are especially vulnerable to loss and theft. District 225 schools accept no responsibility for personal property brought onto campus by students.

## Games

While on school grounds, the possession of games is not allowed. This includes but is not limited to, the use of playing cards, frisbees, skateboards, or recreational balls of any type. Students found engaging in any of these unpermitted activities will have their equipment confiscated. THESE ITEMS MAY NOT BE RETURNED. No unsupervised activities in the school, including gyms, will be permitted.

## Hallways

All students in the hallways after the passing period must have an authorized pass. Students must obtain an authorized pass from a teacher or supervisor before entering the hallways after the passing period has ended. Students entering the hallways from the cafeterias must dispose of any food/drink before leaving the cafeteria. While in the hallways, students are not permitted to consume or have food/drink in their possession for any reason.

## Harassment

As per Board Policy 8470, no person, including a district employee or agent, or student, shall harass or intimidate another employee, student, or another person based upon a person's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual or gender orientation, other legally protected group status or, pertaining to students, based upon their class standing, activities, or affiliations. Harassment concerns should be directed to Harassment Complaint Coordinators Dr. Lara Cummings, Assistant Principal, 847-486-4550, or Mr. Jeff Rylander, Instructional Supervisor of Science, 847-486-4631.

## Hazing/Bullying/Cyberbullying Aggressive Behavior

The term "bullying/cyberbullying" encompasses behaviors including, but not limited to, any aggressive or negative gesture, or written, electronic, verbal or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission, or the education of any student. Using any form or type of aggressive behavior toward someone else and/or urging other students to engage in such conduct is prohibited.

## ID Cards

An identification card is issued to all students on the first day of school. It is important that this card is carried at all times. When asked, students must identify themselves to any teacher or other staff member at any time during the school day or at any school function.

The ID card is utilized in many ways (i.e. food service, library, student activity ticket, school dances, athletic events, open lunch, late arrival, or early release). For replacement ID card, the student should report to the bookstore to pay a \$5.00 replacement fee and obtain a replacement ID.

Students who attempt to use an invalid or expired ID will be subject to disciplinary action.

## Illegal Substances and Paraphernalia

Procedures for use, exhibited any evidence of use/consumption, participated in a plan to use/consume/distribute, distribute, and/or possession of:

- Alcohol
- Non-prescription drugs
- Illegal drugs
- Controlled substances
- Look-alike drugs
- Drug paraphernalia



### **Consequences:**

- 1st offense:
  - Suspension for 10 days with the ability to reduce the suspension from 10 days to 5 days with complete participation in a substance abuse assessment and compliance with all recommendations given from the assessment
  - Loss of open lunch for 9 weeks
  - Loss of driving privileges for 9 weeks
  - Loss of participation in extracurricular activities according to Glenbrook Code of Conduct
  - Loss of attendance at school sponsored events and activities for 9 weeks
- 2nd offense:
  - Suspension for 10 days
  - Referral by MDRC to the Board of Education for consideration for expulsion
  - Recommendation by the MDRC, upon mutual agreement of the principal, superintendent, student, and parents, for the completion of an alternative Discipline Plan as described in Board Policy 8460
  - Loss of open lunch for one calendar year
  - Loss of driving privileges for 18 weeks
  - Restricted study hall in lieu of unscheduled time for 18 weeks
  - Loss of participation in extracurricular activities according to Glenbrook Code of Conduct
  - Loss of attendance at school sponsored events and activities for 18 weeks

In situations of (1st or 2nd offense) egregious conduct, the school administration may refer the matter to the Board of Education for consideration of additional sanctions, including expulsion.

## **Locker Use and Locker Problems**

Students are permitted to go to their lockers before and after school and between classes. All broken or damaged lockers should be reported to the Office of the Dean of Students. Students may not share lockers.

## **Open Lunch Program**

Parents of juniors and seniors who desire to have their students participate in the Open Lunch Program are required to check the appropriate box when completing online registration for school. If they want to approve Open Lunch for their child after they have registered, they should appear in person at the school to sign the release form. Students may be removed from this program at any time upon the written request of a parent or guardian, or by the Dean of Students. Students must show their current GBS ID card to staff to verify Open Lunch each and every time they plan to leave campus for lunch. Students are not allowed to be on the property of Glenbrook Hospital or of local businesses or homes around the school.

## **Participation in Extracurricular Activities**

Before a student can practice or participate as a member of a club, team, or organization, he or she is subject to the rules and regulations governing athletes and participants in extracurricular activities. Copies of the Glenbrook Code of Conduct are available in this handbook, as well as in the Student Activities Office and the Athletic Director's Office.

## Passive Video Surveillance Monitoring

Glenbrook High School District 225 uses overt video surveillance cameras and monitors on district property, which includes school buildings, parking lots and grounds. These cameras are designed to promote the health, safety and welfare of all students, staff and visitors.

Video cameras will be located in areas of the school where there is no reasonable expectation of privacy. These areas may include hallways, cafeterias, parking lots, administrative offices, exits, entrances and other locations deemed appropriate by the building principal. Video cameras will not be used in washrooms, locker rooms, changing areas or showers.

## Pranks/Vandalism

Glenbrook South High School does not tolerate pranks and/or vandalism of any kind at any time since they interfere with the learning environment and may present a danger to people and property. This includes, but is not limited to, writing on desks, damaging school or personal property, drawing graffiti, and other destructive acts. Severe penalties will be applied to students involved in prank activities. Penalties may include Saturday detentions, social probation, suspension, referral to the police, exclusion from graduation ceremony, and/or recommendation for expulsion.

## School Day

Students may not remain in the school building after 3:30 p.m. unless under the supervision of a faculty or staff member or waiting for transportation at a designated pick-up area. The doors of the building are locked, and students are not permitted to re-enter after this time.

## Smoking/Nicotine Delivery Devices

- Smoking or any use or possession of any form of nicotine is not permitted by students in areas that include but are not limited to, on school premises, on school buses, at home and away athletic events, or on field trips. Students engaged in the use or possession of other forms of nicotine will be subject to disciplinary action according to Board Policy 8430.
- “Tobacco” and/or “tobacco product” as used in this handbook, and in these procedures, shall mean cigarettes, tobacco products, cigars, pipes, nicotine delivery devices (electronic cigarettes, JUUL, Vape), and nicotine in any other form, whether or not lit or smoked, including smokeless nicotine which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked.

### Consequences for Tobacco:

- 1st and 2nd offense:
  - Dean’s Office assigns a 1-day Learning and Reflection Center (LRC) or a 6-hour Saturday detention
  - Phone call home to parent/guardian and mail a copy of the referral and discipline home
  - Referral to School Resource Officer (SRO) for enforcement of village ordinance
- 3rd offense:
  - Dean’s Office assigns a 1-day out-of-school suspension
  - Phone call or meeting with parent/guardian and mail a copy of the referral and discipline home
  - Referral to School Resource Officer (SRO) for enforcement of village ordinance

- 4th offense:
  - Dean's Office assigns a 2-day out-of-school suspension
  - Phone call or meeting with parent/guardian and mail a copy of the referral and discipline home
  - Referral to School Resource Officer (SRO) for enforcement of village ordinance
  
- 5th offense:
  - Dean's Office assigns a 3-day out-of-school suspension
  - Phone call or meeting with parent/guardian and mail a copy of the referral and discipline home
  - Referral to School Resource Officer (SRO) for enforcement of village ordinance
  
- Each additional offense:
  - Dean's Office assigns the student a 5-day out-of-school suspension
  - Phone call or meeting with parent/guardian and mail a copy of the referral and discipline home
  - Referral to School Resource Officer (SRO) for enforcement of village ordinance

## **Solicitation**

Students are prohibited from buying or selling any items for personal gain on school property or during any school sponsored event. This includes but is not limited to, electronic devices, clothing, candy, etc. Failure to comply with this expectation may result in suspension and/or contact with the Glenview Police.

## **Student Dress**

A student's personal appearance must meet the following criteria:

1. It is not in violation of any statute.
2. It does not constitute a threat to the safety or health of self or others.
3. It is not reference alcohol, drugs, tobacco, violence, or weapons.
4. It is not offensive by the wording or design, or suggestive of a double meaning.
5. It is not gang related in any form or manner.

## **Student Drivers and Student Parking**

The school does not guarantee a parking space for every student with a parking permit or the security of vehicles parked on campus. All vehicles parked on school property are parked at owners' and drivers' risk. The school will not be held responsible for vandalism, accidents, and/or any damage incurred while parked. This includes any theft of the vehicle or personal items. All vehicles parked on school premises are subject to search when school officials have reason to believe school policy and/or state law have been violated.

All automobiles must be properly registered with the Dean's Office and display a school parking permit in order to be parked on campus. Since parking space is limited, only juniors and seniors who have pre-registered will be issued standard parking permits. Parking spaces are available daily on a first come, first serve basis to those with a parking permit. Freshmen and sophomores will not be permitted to park on campus.

Replacement permits are \$10.00 when returned with permit receipt proving initial purchase. Any transfer of the permit shall render it invalid and the vehicle will be considered parked illegally.

Students and parents must understand that abuse of parking privileges and/or violations of parking policy may cause their parking permit to be voided without refund, and the student may be subject to further disciplinary action (which can include suspension and the towing of the student's vehicle at the owner's expense).

### **Student Drop Off & Pick Up Locations**

Three areas have been designated as student drop off and pick up areas. The first is on the south side of the building, which is the main entrance, and can be accessed from Pfingsten Road. The second is on the west side of the building and must be accessed from West Lake Avenue at the stoplight. The third is on the north side of the building east of the gymnasium and must be accessed from Hospital Road.

Parents should refrain from using the District Office parking lot to drop off or pick up students who attend Glenbrook South. Parents who use the District Office lot as a pass through to West Lake Avenue may be ticketed by the Glenview Police.

### **Student Resource Time (SRT)**

Sophomores, juniors and seniors will have the opportunity to utilize the library, Titan Learning Center, department resource centers, or cafeterias during their SRT. Sophomores, juniors and seniors are required to check in for attendance at the start of their SRT. Failure to check in will result in the student being marked absent and the attendance policy will take effect.

Freshmen will be assigned to a study hall for the first half of their SRT and will have the choice to participate in the Peer Group Program for the second half of their SRT. Freshmen who choose to not participate in the Peer Group Program will be assigned to study hall.

Students who are unable to manage themselves appropriately during unscheduled time will be assigned to study hall by the Dean of Students.

#### **Students who are on the Student Resource Time (SRT) may take advantage of the following:**

- **Group or Individual Study Area—Cafeterias:** Those students who wish to study with other students or who do not need a quiet atmosphere for individual study may use either of the student cafeterias.
- **Library:** The library may be utilized by students during study hall and unscheduled time periods. Students must follow the Library Behavior Code posted and available in the library, or they may lose their library privileges. Students are encouraged to use the library during their unscheduled time for in-depth and reference study/work on independent and research projects.
- **Resource Areas:** There are several departmental resource areas which will be available to students; students will receive special instructions for using these areas from teachers of the subjects involved.
- **Outside Areas:** Students may use the inner courtyard area. ALL other areas are off limits. Students are not allowed on the property of local businesses surrounding the school.
- **Hallways:** Students may use the benches in the hallways in the Cafeteria/Library areas.

- **Student Activities Center:** Students may use the couches and seating area in the Student Activities Center.

**NOTE:** The Main Entrance/Principal's Hall is not within the designated unscheduled time areas. This area is for student use before and after school and during the day when waiting for authorized rides.

**These special policies and regulations pertain to students' use of their unscheduled time:**

- **Unauthorized Areas:** Students may not be in unauthorized areas of the building during their unscheduled time. This includes the academic areas, the new and old pits, the main entrance, and the parking lots. Students violating the unauthorized areas will be subject to disciplinary action.
- **Passes:** Students who find it necessary to go into a closed academic hall after passing period must obtain a pass from a teacher. Such passes will be granted on a limited basis—usually for emergencies only.
- **Washrooms:** The washrooms in the hallway near the West Cafeteria are available to students on unscheduled time.

### **Suspensions from School**

- The work that is missed during suspension should be given to the students' teacher the day they return from being suspended out-of-school.
- Students assigned an out-of-school suspension may not be on school grounds during the suspension period. Such students are not permitted to attend any school function or participate in any school activity during the time of suspension. Refer to Board Policy 8410.
- Upon return from the suspension, a re-entry meeting may be requested and required before the student returns to their regular class schedule.

### **Visitors**

Upon arrival in the building, all visitors must report to the Main Entrance, present the staff with a valid ID, obtain a visitor's pass, and wear the pass in a visible fashion at all times.

## Health Services

The Nurse's Office performs a variety of functions designed to assist in promoting and protecting overall student health and wellness. The office is open daily for student health needs or consultations. Although emergent care for acute illness and physical injury is provided, the Nurse's Office should not be used as a substitute for the family physician, who is trained to diagnose disease processes and conditions.

We encourage students/families who qualify to enroll in the All Kids Program. The Glenbrook Family Care Center at Glenbrook Hospital accepts students with All Kids insurance. For an appointment call 847-657-1820.

### Policies Regarding Illness

1. Please call the Attendance Office at 847-486-4632 to report your student's illness/absence.
2. The student may return to school when fever free for 24 hours.
3. Please provide medical documentation following a diagnosis with a communicable or infectious disease, indicating your student is able to return to school.
4. If a student has been confined to the home or has been hospitalized because of a serious illness or surgery, medical documentation from a physician must accompany the student on his/her return to school. Said documentation should include any physical limitations, prescribed medications, and/or any necessary classroom or physical education accommodations.
5. If a student becomes ill during a class period, a pass should be obtained from the teacher, directed to the Nurse's Office. A student should notify the teacher if he/she needs to be accompanied to the office.
6. When a student is too ill to remain in school, he/she must report to the Nurse's Office. A parent or legal guardian will be notified of the situation by the nurse.
7. When a student has been given permission to leave the building by a parent or legal guardian, the student must report back to the Nurse's Office if he/she does not leave at the agreed upon time.
8. In the event of excessive absences, a student may be required to provide medical documentation from his or her physician to the Dean's Office.

### Policies Regarding Accidents

1. All accidents are to be reported to the Nurse's Office immediately.
2. The paramedics and/or the family physician will be notified immediately by the nurse when any accident is serious enough to require emergency medical attention.
3. Following any accident, a parent or legal guardian will be notified.
4. Parents are urged to update the Nurse's Office regarding emergency phone numbers before leaving on vacation. Permanent changes to emergency contact information should be directed to the Registrar.

## **Medication Policy**

All medications administered at school require written permission from both a parent and a physician. All medications, prescription or over-the-counter, need to be stored in the Nurse's Office with the exception of inhalers, EpiPens, and diabetic supplies; students have permission to carry these on their person.

Generic Tylenol and Advil (acetaminophen and ibuprofen, respectively) will only be administered to students who have a valid School Medication Authorization Form (OTC Medications) on file in the Nurse's Office. The Nurse's Office has a stock supply of these medications for administration to students.

Prescription medications will only be administered to those students who have a valid School Medication Authorization Form (Prescription Medications) on file in the Nurse's Office. Please note that prescription medications require annual renewal by the prescribing physician, and therefore a new form must be completed by the prescribing physician each year. In addition, medications should be brought to the Nurse's Office in the pharmacy-labeled container with current dose and administration times.

Should your student be prescribed narcotic medication for pain management, post-operatively or otherwise, it is recommended that he or she remain home until pain management can be achieved with over-the-counter medications.

## **Board Policy on Health Examinations**

The Board of Education believes that good mental and physical health are important to student learning and success in school. Furthermore, contagious diseases can threaten the health of many students if proper immunization has not taken place. In order to assure proper compliance with state law and to protect the health of many students in our Glenbrook schools, the Board of Education requires that each student enrolled in the Glenbrook schools shall have the necessary health examination and proper immunizations as required by the State of Illinois for school attendance.

### **Section A**

Each student shall have a health examination and required immunizations before entering the Glenbrook High Schools. The record of required examination and immunizations shall be maintained on file in the school of attendance and shall contain evidence of the completed vision and hearing examinations as well as updated immunizations as required by state statutes. Any student objecting to health examinations or required immunizations on constitutional grounds shall present to the Superintendent of Schools a written statement of objection signed by the student's parent or legal guardian and, the Superintendent shall have the authority to waive the requirements of this policy.

### **Section B**

Any ninth-grade student who does not have a record of completed health examination and required immunizations, or a waiver approved by the Superintendent, on file with the school nurse shall be excluded from school until the required records are on file.

## Excuses from Physical Education for Medical Reasons

1. When a student needs to be excused from physical education for illness or injury, a written statement from his physician stating the reason for the excuse and the duration of the excuse must be brought to the Nurse's Office. If the excusal extends beyond two weeks, counselors will change the student's schedule to reflect a study hall during PE time. Students who are in the post-operative phase, or those students with orthopedic injuries, can obtain a pink nurse pass/elevator pass in the Nurse's Office.
2. If a student has a chronic medical condition and is to be excused from physical education, an **annual** written statement from the student's physician must be submitted to the Nurse's Office.
3. A student may be excused from physical education for three days upon written request from a parent/legal guardian, but the missed classes will need to be made up. In order to be excused for a longer period, the student must provide medical documentation from a physician.
4. The modified physical education program is designed for students who, because of a physical handicap, cannot participate in a regular physical education program. The program is assigned under medical supervision from the student's physician. Before commencement of any activities, medical documentation must be completed by the physician, outlining approved activities in which the student may participate. The forms may be obtained from counselors and should be returned to Student Services.
5. In the event of excessive absences (as defined by the Dean's Office) a student may be required to provide medical documentation from his or her physician.

## Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice. Parents are required to notify the school nurse if they suspect their child has head lice.

## Communicable Diseases

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.



# Student Services

The Student Services Department provides a safe and stable environment in which students can understand, explore, and shape their identities to maximize their own potential. Over the course of a student's four-year experience at GBS, each student remains with a consistent team of counselor, social worker, psychologist, and dean. This team engages with students in order to develop a full understanding of their unique goals and helps them to access available resources which will support their academic, social, and emotional success.

## The Guidance Counseling Program

**Freshman Year:** Counselors help freshmen to understand and challenge their self-concept as learners by integrating student input with the many academic and extracurricular opportunities available to them at Glenbrook South. Parents participate in this strategic goal-setting process during a Four-Year-Planning meeting with their student and counselor. In addition, during freshman year, students gain access to their own individualized Naviance account. Naviance is an online tool that helps students research career options and guides them toward college(s) and/or alternate paths that will help them to achieve their postsecondary goals.

**Sophomore Year:** During sophomore year, students utilize interest inventories to help them identify areas of personal interest and strength. The Naviance account allows students to use the information gathered from these inventories to explore career and college choices that are a good fit for their unique needs.

**Junior Year:** During junior year, students collaborate with their counselor and parents to refine options for college and/or postsecondary career opportunities. During the school day, juniors can meet with representatives from visiting colleges and they are invited to attend the District 225 College Fair during the month of April. Standardized testing during junior year includes the state-mandated SAT in April.

**Senior Year:** During senior year, students meet with their counselors to finalize their plans for college or other postsecondary options. They will continue to explore possibilities, make decisions, and submit college applications.

## Social-Emotional Counseling Program

Every Glenbrook South student is served by a team consisting of counselor, social worker, psychologist, and dean. Students may meet with members of their team individually, or with groups of students who have similar interests and needs.

Social-emotional needs served by a student's team may include questions surrounding identity, grief and loss, anxiety, anger management, social skills, etc. Support is also available for students who return to Glenbrook South after an extended absence. Resources for students and parents are available on the Student Services portion of the GBS website.

## Peer Group Program

Peer Group provides an opportunity for freshman students to develop relationships with their peers and to adjust to the high school environment. Groups are led by seniors who have been carefully selected and trained to help freshmen work on listening, communication, and decision-making skills, as well as learning to work collaboratively in a group. Peer Groups meet 2-3 times each week during the assigned SRT block. Each group consists of two senior leaders for approximately twelve freshman participants.

### **Annual Notification Regarding School District Access to Medicaid or other Public Benefits or Insurance Programs to Provide or Pay for IEP Services**

With a parent's consent, the School District may access Medicaid or other public benefits or insurance programs in which the parent's child participates, and provide the child's personally identifiable information to Medicaid or other public benefits or insurance programs in order to provide or pay for IEP services, to the extent permitted under the other public benefits or insurance programs;

The School District may not require a parent to sign up for or enroll in public benefits or insurance programs in order for the parent's child to receive IEP services;

The School District may not require the parent to incur out-of-pocket expenses such as the payment of a deductible or co-pay amount incurred in filing a claim for services, other than any cost that the parent would otherwise be required to pay;

The School District may not use a child's benefits under a public benefits or insurance program if that use would decrease available lifetime coverage or any other insured benefit; or result in the family paying for services that would otherwise be covered by the public benefits or insurance program and that are required for the child outside of the time he/she is in school; or increase premiums or lead to the discontinuation of benefits or insurance; or risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures;

A parent's refusal to allow the School District to access Medicaid or other public benefits or insurance programs does not relieve the District of its responsibility to ensure that all required IEP services are provided to the child at no cost to the parent. Likewise, the withdrawal of consent or refusal to provide consent under 34 C.F.F. Part 99 and Part 300 to disclose personally identifiable information to Medicaid or other public benefits or insurance programs does not relieve the School District of its responsibility to ensure that all required services are provided at no cost to the child.

A parent has the right under 34 C.F.C. Part 99 and Part 300 to withdraw his/her consent to access Medicaid or other public benefits or insurance programs and/or to disclose his/her child's personally identifiable information to Medicaid or other public benefits or insurance programs at any time.

# Parent Involvement

## Glenbrook South Parents Association

The Parents Association seeks membership from the entire GBS community. The purpose of the organization is to serve as an educational and informational liaison between the school administration and parents. The Executive Council consists of four officers and eight committee chairs who all serve a one-year term. The Parents Association hosts four general meetings and three parent education events each year; it also supports scholarships, hosts a staff appreciation luncheon, volunteers at Titans Helping Titans events, and provides other support to students and staff at GBS. Membership is \$25 and includes a subscription to the student newspaper, the *Oracle*.

Contact Neale Williams at 847-532-3820 or [neale.w1@gmail.com](mailto:neale.w1@gmail.com).

## Titan Booster Club

The Titan Booster Club is the parent support group for interscholastic sports. During the year the Booster Club engages in a variety of fundraising activities and purchases athletic equipment for the school. The organization is run by an executive board. Membership starts at \$50.

Contact Bob Szafranski at 312-863-9135 or [bob.szafranski@edelman.com](mailto:bob.szafranski@edelman.com).

## Glenbrook South Instrumental League (GBSIL)

GBSIL is the support group for all GBS bands. During the year the members assist band members in fundraising activities and provide chaperones and support for band competitions. All parents of students involved in the band program along with the band directors are members of this group.

Contact Michelle Cummings at 847-774-3927 or [michellecummings@comcast.net](mailto:michellecummings@comcast.net).

## Glenbrook Symphony Orchestra (GSO) Parent Board

The GSO Parent Board is the support group for the Glenbrook Symphony Orchestra. During the year they sponsor fundraisers, serve as chaperones, and lend their support to all orchestra activities.

Contact Kristin Meyer at 847-486-4438 or [kmeyer@glenbrook225.org](mailto:kmeyer@glenbrook225.org) or Aaron Kaplan at 847-486-4434 or [akaplan@glenbrook225.org](mailto:akaplan@glenbrook225.org).

## Titan Pom Boosters

Titan Pom Boosters is the support group for the student performers of pom pom routines at athletic events, school functions, and drill team competitions.

Contact Lisa Mullaney at 708-280-0586 or [sligo5@sbcglobal.net](mailto:sligo5@sbcglobal.net) or Elizabeth Nestos at 847-744-0800 or [Benestos8@yahoo.com](mailto:Benestos8@yahoo.com).

## **Glenbrook South Debate Society Parent League**

The league is the support group for GBS debaters. It sponsors fundraising events and, when debate tournaments are held at GBS, parents help by providing food and organizational skills.

Contact Alyssa Corrigan at 847-486-5733 or [acorrigan@glenbrook225.org](mailto:acorrigan@glenbrook225.org).

## **Glenbrook Special Education Parent & Staff Association**

The association consists of parents with children in special education. Its purpose is to identify issues and common concerns of special education students and work with the special education staff and administration on those issues. Parent information meetings are held throughout the year.

Contact Patty Baeckelandt at 847-904-7828 or [baeckelandt@gmail.com](mailto:baeckelandt@gmail.com) or Moira Hathcock at 773-454-5516 or [moiradages@aol.com](mailto:moiradages@aol.com) or Karen Hitzeman at 773-209-9513 or [karencstahitzeman@gmail.com](mailto:karencstahitzeman@gmail.com).

**For additional parent information go to:**

### **GBS & D225 Websites**

Visit the GBS website at [www.glenbrook225.org/gbs](http://www.glenbrook225.org/gbs). Go to the Parent tab for details on parent resources, organizations, and events. The District 225 website at [www.glenbrook225.org](http://www.glenbrook225.org) is valuable to learn about Board of Education policies/meetings, registration, financial assistance, food services, transportation, bookstore, and more.

### **Connections**

*Connections* is the GBS monthly newsletter for parents. The newsletter provides information parents need to be part of the GBS community. Parents automatically receive this publication in an email around the first of each month during the school year.

### **GBS Radio, WGBK 88.5 FM**

Streams 24/7 at [www.gbsradio.com](http://www.gbsradio.com). News – Sports – Documentaries – Music

### **GBS TV, Cable Channel**

Broadcasting on Comcast Channel 26 or WOW Channel 14. News – Sports – Documentaries – Interviews – Special Events Assemblies – Homecoming – Honors & Awards – Graduation

## Testing Schedule

ACT		GBS School Code: 142078
Test Date	Registration Deadline	Late Registration (Late Fee Required)
<b>September 14, 2019</b> GBS National Testing Site	August 16, 2019	August 17-30, 2019
<b>June 13, 2020</b> GBS National Testing Site	May 8, 2020	May 9-22, 2020
Online registration and a complete list of ACT National Testing Dates at <a href="http://www.actstudent.org">www.actstudent.org</a>		
SAT		GBS School Code 142078
Test Date	Registration Deadline	Late Registration (Late fee required)
<b>March 14, 2020</b> GBS National Testing Site	February 14, 2020	March 3, 2020
<b>April 14, 2020</b> GBS School Day Testing	State Mandated SAT for all juniors: no registration needed	
<b>June 6, 2020</b> GBS National Testing Site	May 8, 2020	May 27, 2020
Online registration and a complete list of SAT National Testing Dates at <a href="http://www.sat.org">www.sat.org</a>		
PSAT		Administered at GBS
<b>October 16, 2019</b> -- Late Arrival Day Register in Bookstore	<b>PSAT/NMSQT</b> Preliminary Scholastic Assessment Test/National Merit Scholarship Qualifying Test- Juniors	
<b>April 14, 2020</b> GBS School Day Testing	<b>PSAT 10</b> State mandated testing for all sophomores: no registration needed	
<b>April 14, 2020</b> GBS School Day Testing	<b>PSAT 8/9</b> State mandated testing for all freshmen: no registration needed	
AP Exams		Administered at GBS
<b>AP: Advanced Placement Exams</b>	<b>May, 4 - May 15, 2020</b>	

## Instructional Services

### Special Education

The Glenbrook High Schools are committed to providing excellent education for all students, with or without disabilities. A student may be considered eligible for special education services if he/she has a disability in one or more categories defined by federal and state laws (e.g. autism, intellectual disability, emotional disability, specific learning disability, etc.) and requires specialized supports or services to make educational progress. A student who has a physical or mental impairment, which substantially limits a major life activity, has a record of such an impairment or is regarded as having such an impairment may receive services/accommodations if determined to be eligible by school personnel. Glenbrook provides many support services that are available to its students, which are not part of the Special Education Program. These services, which are available to any student who may need them, include student support services, Titan Learning Center, modified PE, Guided Study (supportive study period), teacher/student conferences, etc. Eligibility for special education is not a requirement to receive these supports.

Any parent, guardian, or school personnel who has concerns about a student may initiate a request for evaluation for special education services. The request should be made in writing and directed to the student's guidance counselor. A problem-solving team will address this request and determine what further action is appropriate. If an evaluation is warranted, the District will complete the evaluation within 60 school days of receiving the parent's written consent.

Should participants in a multidisciplinary staffing determine that a student is eligible for special education, an Individual Education Program (IEP) will be developed. An IEP is a written plan that describes the student's deficits, and needs, as well as the resources and services the District has committed to help the student make educational progress. Parents and students are invited and strongly encouraged to participate in educational planning and IEP conferences.

Sometimes, a large high school environment may present overwhelming challenges for an individual student. When the IEP team members determine that a student with a disability requires services in another setting, the special education team will recommend a placement that addresses the needs of the student and ensures that the student receives special education and related services appropriate to meet his/her needs.

In addition, Home/Hospital Instruction, coordinated by the Student Services Department, is available to eligible Glenbrook students. Parents of any student unable to attend school due to a condition certified by a medical physician's statement that indicates that the student will or is anticipated, due to the student's medical condition, to be out of school for a minimum of two consecutive weeks of school (10 days) or more or on an "ongoing intermittent basis" should contact the student's guidance counselor. The counselor will provide the parents assistance regarding accessing Home/Hospital Instruction. Arrangements can be made in advance of an anticipated medically-based absence.

Glenbrook recognizes parents' rights to know about special education, to peruse and have copied at a nominal fee their child's cumulative records, to familiarize themselves with the 23 Illinois Administrative Code (State of Illinois regulations regarding special education) and to participate in educational planning for their child. Related service logs are considered part of a student's temporary school record. The school district will maintain related service logs that record the type and number of minutes of related service(s) administered to students with disabilities who receive related services as part of their individual education programs (IEPs). Copies of the related service logs will be available to parents/guardians at their child's annual review IEP meeting and anytime upon request of the child's parent or guardian. Questions about services and requests to copy special education records should be directed to the Instructional Supervisor of Special Education.

## **Tutoring Students**

The District 225 Board of Education believes that the fundamental responsibility of the District is to provide a meaningful education for all students. The Board recognizes, however, that notwithstanding the instructional services provided by the District, parents/guardians and/or students themselves may seek to supplement District-provided services through privately-arranged and financed tutorial services which may be provided by District employees and other students.

However, no District employee shall provide privately-arranged tutorial services for compensation on school grounds or to a student to whom the employee provides District instructional services. In addition, all financial arrangements between parents/guardians, student and tutor shall be the sole and exclusive responsibility of the parent/guardian and/or student and are not District services as they are provided outside the scope of the employee's employment by the Board of Education.

# Student Activities

## Introduction

In maintaining a home away from home atmosphere, Glenbrook South High School provides an array of activities tailored to the interests and needs of its students. Since involvement, fun, and excitement are the keys to comprehensive education at Glenbrook South, all students are encouraged to be involved in at least one activity. Any student interested in joining a club or activity should contact the activity sponsor or stop in the Student Activities Office. For the most current list of clubs and activities, visit the GBS website.

## Special Interest Groups & Activities

### ACADEMIC BOWL TEAM

Members of the Academic Bowl Team meet for quiz bowl practices and compete against other schools in scholastic bowl competitions.

### AMNESTY INTERNATIONAL

This club's mission is rooted in a commitment to the rights, dignity, and well-being of every person on Earth. Come explore world issues and see how you can make a difference.

### ANIME

This club focuses upon the various forms of Japanese animated art. Students are encouraged to draw and view various forms of this rapidly developing art form. A field trip to the Anime Central Convention in the spring is a highlight!

### ART CLUB

Do you like to create? Art Club is a great way to have fun and test your skills! No experience necessary. We have new themed projects every week featuring different mediums of art.

### BADMINTON CLUB

Do you enjoy badminton? Come join us for a recreational game!

### BASS FISHING CLUB

This club is for students who would like to learn about fishing as well as enhance their current skills through field trips and competitions. All experience levels are welcome.

### BLACK STUDENT UNION

The purpose of the Black Student Union (BSU) is to promote activities of common interest, as well as cultural and educational benefits for the African American student body.

### BOARD GAME CLUB

Are you a board game enthusiast? Come play some old games, some new games, and meet new friends!

### BOOK CLUB

Read and discuss books chosen by students in a variety of genres.

### BOWLING CLUB

Do you like to bowl? Please join us for recreational bowling in the fall or spring.



#### BUSINESS PROFESSIONALS OF AMERICA)

Business Professionals of America (BPA) members compete in a wide variety of business areas providing experience and professional opportunities.

#### CALLIGRAPHY & COLORING CLUB

Come join us and learn the art of calligraphy or come and color! No experience is necessary, and all levels are welcome.

#### CAUSE FOR PAWS PET CLUB

Do you like animals? This club talks pets and takes action to support animal charities and rescue organizations.

#### CHESS CLUB

This club's mission is to empower GBS chess players by providing instruction, camaraderie, and competition, enabling students to recognize the importance of their thought processes and to accept the consequences of their own decisions.

#### CHINESE CLUB

Members will engage in learning about Chinese culture through exploration of food, language, traditions, and celebrations.

#### COOKING CLUB

Members learn to cook a wide variety of foods and get to sample them all!

#### CORNERSTONE CLUB

This Christian centered group meets weekly for song and discussion.

#### COUNCIL FOR EXCEPTIONAL CHILDREN

This club is designed to give students with special needs an opportunity to socialize with others in an effort to develop positive peer group relationships.

#### CRAFTS FOR THE COMMUNITY

Come to this community service-based club to make blankets, pillows, personalized bracelets, and other crafts for children in hospitals and animals in shelters.

#### CURE CLUB

This club raises money to benefit cancer research and raise cancer awareness throughout the year. They sponsor events and other fundraising to participate in Relay for Life at the end of the year.

#### DESI CLUB

Desi Club is open to all students and helps to raise awareness regarding Indian culture and its issues.

#### DRAMA CLUB

Drama Club promotes the theater at GBS. Members of the club give active support to all plays and promote other activities, which include assembly performances and a banquet in the spring.

#### ENGINEERING CLUB

Engineering Club participates in contests encouraging the use of engineering and mathematics solutions for unique problems.

#### ENVIRONMENTAL CLUB

Are you interested in raising awareness about human actions and our environment? Come discuss environmental issues, such as sustainability, preservation, and restoration. Participate in various environmental activities and projects.

#### FASHION CLUB

This club is for anyone interested in studying fashion, as well as creating fashion pieces.

#### FASHION MAGAZINE

Work to gather the latest fashion trends of the year (including trends in photography/editing) and organize them in a way that allows students to express themselves in a comfortable way and really capture the style trends of society and GBS.

#### FCCLA

FCCLA is our local high school chapter of Family, Career and Community Leaders of America (FCCLA) promotes career and technical skills in the areas of family and consumer sciences.

#### FEMINIST CLUB

This club discusses topics such as historical women, women's rights, and current events relating to women's equality.

#### FRENCH CLUB

This club promotes the French culture and language through social and service activities.

#### GAMING CLUB

Join others who are passionate about video games for discussion, comparison, and of course playing!

#### GARDENING CLUB

Share your interest in gardening with others. Join us as we learn how to cultivate and plant various fruits, vegetables, and herbs.

#### GERMAN CLUB

Members will engage in learning about German culture through exploration of food, language, traditions, and celebrations.

#### HACK CLUB

This club is for programmers and designers who are interested in individual group projects and competitions. We share knowledge, resources, experience, and more!

#### HELIOS

This club gives tips and helps with strategies to deal with teenage depression. Get out of the dark and bust the stigma!

#### HELLENIC CLUB

Hellenic Club explores Greek culture, including food and architecture.

#### HISTORY CLUB

Dive even further into history to dissect and discuss world events that are still affecting us today.

#### HORTICULTURE JUDGING TEAM

The Horticulture Judging Team is for students interested in botany and plant identification. The team competes against other schools.

#### INTERACT SERVICE CLUB

Interact is open to juniors and seniors who are interested in public service projects and helping those in need.

#### INVESTMENTS CLUB

Are you interested in the world of investments and finance? Would you like to learn more about how to trade on the stock market and gain an understanding of global finance? Then this is the club for you!

#### JAPANESE CLUB

Japanese Club is open to all students interested in exploring Japanese culture. Activities include cooking, calligraphy, and more.

#### JUGGLING CLUB

The Juggling Club is comprised of students interested in juggling. No experience or level of expertise is required. Training is provided at weekly meetings. The Juggling Club performs for various school and community functions.

#### KEY CLUB

The Key Club is open to any interested student and encompasses a wide range of activities designed to aid the school and community. The major prerequisite is a willingness to participate in service to other projects.

#### KNITTING CLUB

Do you like to knit or crochet? Have you always wanted to learn to knit? Bring your own supplies or yarn and needles will be available for your use. No experience is necessary.

#### KOREAN AMERICAN STUDENT ASSOCIATION

Join the Korean American Student Association (KASA) to learn interesting things about Korean culture.

#### LATINO HEAT

Come explore the exciting world of Latino dance. All are welcome!

#### MARTIAL ARTS CLUB

No experience necessary! Learn a variety of martial arts, such as Karate and Taekwondo in a safe setting.

#### MATH TEAM

Math Team provides an opportunity for strong math students to compete in intramural and interscholastic math contests.

#### MED CHAPTER CLUB

Med Club is a national student organization endorsed by the Association for Career and Technical Education (ACTE) and formed to promote career opportunities in the healthcare industry and to enhance the delivery of quality healthcare to all people.

#### MODEL ROCKET CLUB

This club aims to provide students with an introduction to aerodynamics, through the construction and design process of model rockets.

#### MODEL UNITED NATIONS

Become a government diplomat in this simulation of the real United Nations and join other schools to learn about civics, communication, globalization, and diplomacy on an international level.

#### MONGOLIAN CLUB

Members will engage in learning about Mongolian culture through the exploration of food, language, traditions, and celebrations.

#### MUSLIM STUDENT ASSOCIATION (MSA)

Join this club and help create an inclusive and supportive environment. Open to all students, of all faiths, who are interested in learning about Islam.

#### ONWARD HOUSE TUTORING CLUB

Every Tuesday after school, GBS students travel by bus to the Onward House Community Center in Chicago to tutor elementary school children. The club runs every week, but students are free to come when their schedule allows.

#### OUTDOORS CLUB

Club members venture outdoors for hikes and other activities. Students take day trips to nearby state parks including Starved Rock, Warren Dunes, Devil's Lake, and much more!

#### PARANORMAL CLUB

Come explore celebrity ghost stories and discuss paranormal experiences.

#### PENCILS OF PROMISE

Members of this club work in conjunction with the for-purpose organization Pencils of Promise and raise money to help build schools and provide quality educational programming in Laos, Ghana, Guatemala, and Nicaragua.

#### POLISH CLUB

Polish Club explores Polish culture and is open to everyone.

#### POWERLIFTING CLUB

Come join Powerlifting Club and learn how to improve your strength in the bench press, squats, and deadlifts, and participate in the IHSPLA Bear Invitational (a powerlifting meet sponsored by the IHSPLA).

#### RECORDING CLUB

Learn to record music in a professional manner, from garage band to concert hall.

#### SAFE

SAFE (Self Appreciation for Everybody) club aims to promote body positivity and general mental wellness. SAFE also promotes awareness about eating disorders and provides support for those struggling with a disorder or affiliated with someone who may be struggling.

#### SAGA

The purpose of SAGA (Sexuality and Gender Alliance) is to help promote a safe school environment through knowledge, conversation, and awareness of gay rights and issues.

#### SCIENCE OLYMPIAD

Science Olympiad is a team-based competition that focuses on a multitude of science disciplines. Emphasis is placed on active, hands-on group participation. The club meets once a week to practice, prepare, and work together. The only qualification to become a member is that you have a passion for science.

#### SOAR

SOAR (Students Organized Against Racism) is a club that focuses on engaging the student body in not only celebrating diversity, but also in conversations that deal with race and equality.

#### SPANISH CLUB

Spanish Club is for students who enjoy the Spanish language and participating in cultural activities.

#### STAND for Peace

STAND is dedicated to improving the everyday lives of people in developing nations, to achieve long-term peace around the world through awareness, dialogue, and action.

#### STUDENT TO STUDENT

Student to Student is a group of students dedicated to a drug and alcohol-free lifestyle. Activities include "Snowball", Red Ribbon Week, and presentations at local elementary and junior high schools.

#### TEA CLUB

Come to Tea Club, where we sit, drink tea, relax, and talk about tea within a broad world.

#### UNIDOS

This club does community service for various agencies and groups, trains for leadership, and ends the year with a 3-day retreat in Wisconsin, among other fun activities! We focus on Hispanic culture, but every culture is welcome to join us!

#### WATER 1ST CLUB

Help spread awareness about problems in third world countries not having clean or nearby water. Participate in fundraisers and other events to help raise funds that we will donate to third world countries for building water systems.

#### WISTEM

The goal of WISTEM (Women in Stem) is to support girls that are interested in studying or pursuing a career in science or engineering. Connect with female STEM professionals and mentor middle school or elementary girls.

#### WORLD CULTURES CLUB

Are you interested in celebrating different world cultures? Then join World Cultures Club, where we create a yearly culturally linked theme. Each year, at the beginning of February, World Cultures culminates with a celebration of food, dancing, poetry, and other cultural activities.

## Communication Arts

#### BROADCASTING

Broadcasting students provide video and radio programming at various school events on a Comcast Television Channel and on WGBK radio.

#### DEBATE

Debate is a unique opportunity for students to learn the rudiments of persuasive speech while acquiring an in-depth knowledge of national affairs. GBS debaters participate in weekend tournaments in which they compete against schools from all over the Chicago area; our team is considered to be one of the top debate programs in the nation! Debaters combine after school practices with individual research; both are highlighted by personal achievement and team camaraderie.

#### SPEECH TEAM

Fourteen varied Speech/Acting events are available for the student interested in becoming a Speech Team member. Students audition and compete in one or more events against other schools. Speech/Acting events include: Dramatic/Humorous scenes and Interpretation, Poetry and Prose Reading, Original Comedy, Radio Speaking, Extemporaneous and Impromptu Speaking, Oratory/Informative/Special Occasion Speaking and Declamation. Speech tournaments are held on Saturdays from November -- February at various high schools and coaching is arranged with coach after school. The season ends with the IHSA State series competition.

## Honorary Societies

### NATIONAL ART HONOR SOCIETY

The purpose of the National Art Honor Society is to inspire and recognize those students who have shown an outstanding ability in art. Invitations for membership are extended to sophomore, junior, or senior students who have attained the following:

- At least two semesters of Art, with an academic standing of a B or above.
- Art service participation in the community.
- Teacher recommendations from the Art Department.

### NATIONAL HONOR SOCIETY

Membership in National Honor Society is open to juniors and seniors who have excelled in scholarship, leadership, service and character.

Invitations for membership are extended to junior and senior students who have attained the following:

- An academic grade point average (GPA) of 3.3 or higher.
- Participation in six or more GBS activities in at least two of four activity areas, that include athletics/athletic related, student government/service clubs, performing arts/music/speech, and special interest clubs/ journalism.
- Participation in a service project either through a GBS sponsored activity or outside group.
- Sponsorship of one teacher on the faculty.
- Approval by faculty evaluation committee.

Initiation is held during the spring semester each year after the conclusion of five semesters for juniors and seven semesters for seniors.

### QUILL AND SCROLL

This is an honorary high school journalism society for students who have excelled in some area of written communications. Two types of membership are available to members of Calliope, Etruscan, and Oracle - full and honorary. Members are announced at the spring journalism banquet.

## Intramurals

BADMINTON

BOWLING

FENCING

FISHING

GOLF

GYMNASTICS

PADDLE CLUB

TABLE TENNIS (Ping Pong)

WINTER RUNNING CLUB

## Music Organizations

### CHAMBER SINGERS

Chamber Singers is an auditioned group that performs in numerous concerts. During the holiday season, they can be seen singing in costumes worn during the time of Charles Dickens.

### GLENBROOK SYMPHONY ORCHESTRA

This organization is made up of instrumental students from both Glenbrook South and Glenbrook North High Schools. This orchestra meets weekly and performs several concerts throughout the year. Auditions for woodwinds, brass, percussion and strings are held at the beginning of the school year. Participation in a curricular instrumental ensemble is a prerequisite to participation in the Glenbrook Symphony Orchestra.

### JAZZ BAND

Jazz Band plays at special band performances and the Variety Show. Auditions are open only to those students who are enrolled in Band.

### MARCHING BAND

Marching Band is open to students who are enrolled in Freshman Band, Symphonic Band, or Symphonic Winds. Marching Band participates at all home football games and selected parades and marching contests. The Titan Marching Band enjoys the reputation of being one of the finest units of its kind in the nation!

### NINE

Nine is a group of nine male a cappella singers who entertain on various stages at GBS and throughout the community. Boys who audition for this ensemble must be enrolled in Master Singers.

### PEP BAND

Pep Band is comprised of students interested in performing. They perform at all home basketball games.

### SCAT THAT

This is a vocal jazz ensemble that performs with a jazz combo or a cappella in concerts and shows at GBS and in the community. Members sing vocal jazz charts and improvise.

### SOLACE

Solace is a 10-member auditioned soprano and alto a cappella ensemble run out of the Choral Department. They rehearse weekly with a choral director to prepare repertoire that includes pop, rock, and jazz music. Solace performs at choral concerts and a final a cappella concert at the end of the year, as well as other Glenbrook South and Glenview community events.

### TITAN COLOR GUARD

This is a group of students who accompany the Marching Band and perform routines in costume using large flags and other accessories. These students are enrolled in Marching Band during the school day but are not required to play an instrument. Rehearsals begin during summer Band Camp.

## Performing Arts

### BHANGRA BEATZ

This dance group incorporates traditional Indian and Bollywood styles to create dance routines for community events, GBS events and the Variety Show.

### COMEDY SPORTZ

Audition for Comedy Sportz in the fall, to see if you have what it takes to help your team reign supreme on the comedy court.

### DE LA CRU

This dance group focuses on rhythm and hip-hop to create dance routines for athletic events, the variety show, and the yearly dance show.

### MUSICAL

Each year the drama and music departments of Glenbrook North and Glenbrook South combine their efforts to produce a musical show. Anyone in either school can audition for the show in the areas of acting, singing, and dancing. Auditions for the show are held in early March with production the first week in May.

### ORCHESIS

This is a dance group that explores a wide variety of dance styles from ballet to modern dance. Orchesis organizes the yearly Dance Show in December and all are welcome to be part of this organization.

### PARADOX

Paradox is an activity for students who want to develop new ways of expressing themselves creatively and artistically. Students attend several Chicago-area drama and dance performances throughout the year. In the spring Paradox members perform a student-originated production that integrates music, writing, and movement.

### PLAYS (Fall, Winter, Spring)

Three dramatic productions are presented each year at GBS. Auditions are held for each of these productions and are open to all interested students.

### STAGE CREW

Learn the technical aspects of theatre by being a member of the stage crew! Lighting, sound, set construction, and backstage work are learned through participation in play productions, assemblies, and rentals of the auditorium.

### VARIETY SHOW

This yearly event highlights the incredible talents of students at Glenbrook South. Auditions are held in early January and four performances are given in February.

### FRESHMAN/SOPHOMORE PLAY

Freshmen and sophomores! Put your spin on the events of the day by writing, producing, and performing your own play.



## **Sports Related**

### **CHEERLEADING**

Students selected for the fall squad are responsible for bringing school spirit to all football games. The winter squad is responsible for bringing school spirit to all home basketball games, and will compete under athletics in IHSA competitions

### **GBS GUARDS**

All guards are members of the GBS swimming organization. It is the guards' responsibility to assist the swimming director in the running of the pool. The GBS Guards is a voluntary organization which helps teach children to swim in the Saturday "Learn to Swim" program.

### **GIRLS LETTER CLUB**

All girls who have won a varsity letter at South are eligible to join the Girls Letter Club. Activities include the promoting of girls athletics and the sponsorship of Turnabout.

### **PEP CLUB (TITAN NATION)**

Pep Club is an organization comprised of students interested in boosting spirit throughout GBS. Activities include sign assemblies, pep rallies, and general support of all athletic teams, from badminton to wrestling.

### **TITAN POMS**

An organization of selected students who perform pom pom routines during halftime at home Varsity football and basketball games. Titan Poms also compete in drill team competition and perform for various other school-sponsored functions. Girls must maintain at least a "C" average throughout the season which runs from May through March.

## **Student Government**

### **FRESHMAN CLASS BOARD**

This organization is designed to carry out the activities of the Freshman Class. The Board is responsible for the Freshman Homecoming Float, as well as other class activities.

### **JUNIOR CLASS BOARD**

Consisting of the officers of the Junior Class and any other interested class members, the Board has the responsibility for Prom, holiday decorations, and the Homecoming Float.

### **SENIOR CLASS BOARD**

The governing body of the Senior Class, this group is responsible for Homecoming float construction, Valentines' Day Carnation Sale, graduation, and other Senior Class activities.

### **SOPHOMORE CLASS BOARD**

Float construction, class assemblies, fundraising, and related programs are the responsibility of the Sophomore Class Board.

### **STUDENT COUNCIL**

Student Council consists of elected Council Officers, Class Officers and Council Representatives. The organization gives student representation to the total school program. Major activities include Homecoming, Holiday Week, Canned Food Drive, and Spring Fling.

## **Student Publications**

### **CALLIOPE**

The GBS literary magazine showcases short stories, poems, plays, and other writings by GBS students as well as artwork and photography.

### **ETRUSCAN**

Etruscan, the GBS yearbook, comes out each June. Etruscan is a regular class that meets daily and earns a full credit. Applications to join the staff are available in the spring; a semester of Journalism is a preferred prerequisite.

### **ORACLE**

Oracle, the GBS student newspaper, is staffed entirely by students, who are involved in the planning, writing, layout, and circulation of the paper. Most members of the staff have all taken journalistic writing, as well as advanced reporting. Applications are available for positions in May. Oracle meets daily and earns one credit (not English).

# Athletics

## Introduction

At Glenbrook South High School, a great deal of emphasis is placed on success in academic achievement, yet there is also a focus on the physical, social, and emotional development of our students. All of these needs are served by the school program. The degree of intensity with which we attempt to meet these needs should be such that no one area is promoted at the expense of others. Before this balance can be achieved, we must be certain that the goals we pursue in athletics make valuable contributions to the overall development of the students. This program offers experience in both cooperation and competition. It provides a rallying point for the student body that helps in the development of school loyalty and the feeling of "belonging" on the part of the students. When properly conducted, athletics can make valuable contributions to physical fitness, social development, and the acquisition of sound ethical standards.

## Student Athletic Transportation

Students participating in athletic contests away from Glenbrook South High School shall be subject to District 225 Board Policy regarding student transportation.

Athletes must be most conscious of the following rules:

- Transportation on all student trips should be by commercial vehicles, whenever practical. Occasionally, because of a limited number of participating students, private transportation is permissible with approval of the athletic coordinator.
- Students participating in student trips must travel to and from the trip's designation in the school sponsored mode of transportation unless an exception is made by the trip's sponsor.

## Student Use of School Equipment and Facilities

The Glenbrook Schools have always tried to provide the best in facilities and equipment for our athletes. We issue and record accurately all equipment used by our athletes. Students are held responsible for the return of all school equipment. We are not in the sporting goods business and do not wish to sell articles of sports clothing with the school name or logo stenciled upon them.

According to High School District 225 Board Policy, students are not to use school facilities including gymnasiums etc. without direct supervision of a certified Glenbrook staff member. In the best interest of our students and our building we must insist upon supervision at all times.

# The Center

## Titan Learning Center

The Titan Learning Center (TLC) is an academic support facility located in the Library. The TLC offers academic assistance to ALL students in ALL subjects with adult specialists available in English, writing, mathematics, reading, science, and social science. The TLC also has over 100 student tutors available for all subjects. The hours are 7:15 am-4:30 pm, Monday-Thursday and 7:15 am-4:00 pm Friday. Students can drop in for help or make an appointment. Phone 847-486-4287.

## Access

The Library is open from 7:00 am to 4:30 pm Monday through Thursday, and until 4:15 pm on Friday. Use doors across from the cafeteria for entering and exiting. Students may use the Library for schoolwork during their unscheduled time or after their lunch. Passes are required from class or SRT. Phone 847-486-4564.

## Materials Available

### Reference

Reference materials are considered important tools for quick and immediate research; because of this value, reference materials are generally used only in the Library. Special requests for overnight use may be initiated through a librarian. The Library also has one copy of most course textbooks available for use in the Library only.

### Periodicals

Current magazines may be checked out from the circulation desk for three days. Back issues of magazines and journals are located on the shelves to the right of the circulation desk and can be checked out for two weeks.

### Technology

The Library currently has eReaders, Flip video cameras and flash drives that are available for students to check out from the circulation desk. In order to use said equipment, students must present their ID cards.

## Other Services

### Online Public Access Catalog

Students may access the collection by using the computer terminals located at the Circulation Desk and south end of the Library. Printouts of search results are available, providing title, call number, and location. See a librarian or the circulation desk for assistance.

### Online Resources

A variety of specialized reference resources are available online. These online resources include magazine and newspaper indexes, encyclopedias, subject specific databases and ebooks. Access these resources by visiting the GBS Homepage and typing "libguides" in the search box. See the librarian at the reference desk for assistance.

### **Group Study Rooms**

A small group of students (maximum of 6) may reserve one of our Group Study Rooms to work on projects, collaboratively study, or practice presentations. In order to use a room, each student must present his/her current GBS ID card to the Circulation Desk staff. ID cards will be returned when the group is finished with the room. Policies for use are posted in each room.

### **Request for Materials in Circulation**

If the desired material is checked out, the student may place a hold on the material using the online catalog. The student will be notified when the material is available.

### **Request for Materials from Glenbrook North**

Students can borrow materials from the Glenbrook North Library collection. See a librarian or a staff member at the circulation desk for assistance. Materials are usually received within 24 hours of a request.

### **Recommendations for Purchase**

Students may make suggestions for Library materials to be purchased. Submit request to any of the librarians.

## **Reserve Materials**

Your teacher may request that certain materials be placed on reserve for you and your class to use. Reserve materials may be obtained from the circulation desk or from a specially marked book truck. There are several kinds of reserve material:

### **Closed Reserve**

This material may not be taken from the Library. Please return reserve items to the circulation desk or book truck so the material can be located by other students.

### **Overnight Reserve**

These materials may be checked out at the end of the school day and should be returned to the circulation desk by 8:00 a.m. the following school day.

You are responsible for all material that you charge out of the Library and must pay the cost of replacing any material that is not returned.

### **Home Access Passwords for Online Resources**

The GBS Library provides many online resources for student use. These resources may be accessed at home from the GBS Home Page or by going directly to <http://gbslibguides.glenbrook225.org/index.php>.

All GBS databases are accessible from home. If you see the screen shown below, use your GBS username and password (the same ones you use to login to the GBS computers & Power School) to log in. If you don't see this screen but are still asked for a username and password, below the screen is the old password list.

## Circulation Procedures

### Electronic Detection System

The Electronic Detection System monitors students exiting from the Library to verify that materials have been properly checked out. Once materials have been checked out, they will not signal the detection system when you enter or leave the Library.

### **Do not attempt to leave the Library with Materials that have not been checked out at the Circulation Desk**

This anti-theft detection system has been installed to protect materials you may need from being improperly removed. Such removal is in violation of public law and shall be interpreted as theft. Students attempting to remove materials without properly checking them out at the circulation desk shall be subject to disciplinary action including suspension or expulsion in accordance with the policies set forth in section IV, A. I of Student Rights and Responsibilities.

An ID card is required for checking out materials from the Library. Do not check materials out for anyone else since you are responsible for the materials until they are returned.

Return borrowed books and periodicals to the book return slot at the circulation desk.

Books that you have been using in the Library should also be returned to the book carts placed throughout the Library; please do not reshelve these books.

Most books may be checked out at the circulation desk for three weeks and renewed if no one else has requested the material. Books to be renewed must be brought to the circulation desk. Presently, there are no fines on materials returned later than the three-week loan period. Keep in mind that other students may wish to borrow these materials. Return them as soon as you are finished. If you are a delinquent user of the Library, you will lose your borrowing privileges. Students are responsible for returning materials to the Library when due. Overdue notices will be sent to you through school email. If you receive such a notice, it is your responsibility to bring overdue materials to the Library immediately before disciplinary action is taken. If the material is lost or stolen, you are responsible for paying the cost of replacing the material that is not returned.

## Behavior

The Library is an area for those who wish to study and to use instructional materials. Students who persist in disturbing others will be in danger of losing their Library privileges.

### Library Student Behavior Code

In order to maintain an environment conducive to studying, you are expected to:

- Sign out all Library materials before leaving the Library
- Be courteous to librarians and staff
- Allow others to concentrate by working quietly
- Sit according to the normal furniture arrangement (please do not move chairs)
- Observe school rules regarding food (in cafeteria only)
- Socialize in the hallways or cafeterias
- Dispose of garbage in wastebaskets
- Observe the “no exit” signs by the emergency fire doors at rear of Library
- Use the doors across from cafeteria for entering or exiting

## Classification Systems

### Dewey Decimal Classification System

Dewey Decimal Classification, named after library pioneer Melvil Dewey, is a numbering system for classifying books in the Library. Each book is given a number based on its subject matter. There are ten major classifications. There are unlimited subdivisions of each main classification. In larger libraries decimal points are necessary. The system today is used for nonfiction books only.

000 - General Works	500 - Pure Science
100 - Philosophy	600 - Applied Science
200 - Religion	700 - Fine Arts
300 - Social Science	800 - Literature
400 - Language	900 - History

### Classification Codes for Fiction and Biography

FIC - Fiction	B - Individual Biography
SC - Story Collection	CB - Collected Biography
GN - Graphic Novel	EBOOK - Electronic Book

### Classification Codes for Media Types

Non-book materials have the following letter designations preceding their Dewey Decimal number:

TECH - Technology Equipment    V - Videocassette/DVD

### Classification Codes for Location

ERC - English Resource Collection	REF - Reference Section
FLA - World Language	SSRC - Social Studies Resource Center
GBA - Glenbrook Academy	

# GBSLIBRARY

GLENBROOK SOUTH HIGH SCHOOL

## GBS Library Databases

Please enter your Glenbrook username:

Please enter your Glenbrook password:

Login

DATABASE	USERNAME	PASSWORD
All databases and ebooks except those listed below	gotitans	gotitans
<b>CIAO</b>	ciao10	ciao10
<b>ERIC</b> <b>MEDLINE</b> <b>World Almanac</b> <b>WorldCat</b>	100-107-117	gotitans
<b>ProQuest Databases:</b> Chicago Tribune <b>ProQuest Newspapers:</b> (includes New York Times & Wall Street Journal, Los Angeles Times & Washington Post) Chicago Tribune Historical Historical Newspaper Collection Proquest Platinum Latin American Newsstand	gotitansxx	gotitans



# Mission, Core Beliefs, Learning Outcomes

## Mission

**Glenbrook South High School is a learning community dedicated to students and committed to quality of thought, word, and deed.**

## Core Beliefs

### Learning

**Learning is a dynamic process fundamental to the human condition.** All members of our school communities can learn and should take responsibility for learning. Our curricular and co-curricular programs should offer experiences to build essential knowledge and skills which prepare students for productive, ethical lives.

**Students: All students should actively engage themselves to become knowledgeable, analytical, reflective, and creative learners.** Our students' needs, whether individual or collective, should be the focus of decision-making in the educational process.

**Teachers: All teachers should set high expectations and use effective instructional strategies to engage students as learners.** Our teachers should seek to renew the content and delivery of the curriculum to stimulate curiosity, to foster imagination, to demonstrate relevance, and to establish connections among disciplines.

### Community

**All members of our school communities share responsibility for the educational process.** Relationships among students, faculty, staff, parents, Board of Education, and other residents should be based on dignity, respect, open communication, and positive collaboration.

**Values: Ethical values are essential to democratic citizenship in our school communities and our world.** Our curricular and co-curricular programs should encourage civility, tolerance, compassion, honesty, self-discipline, and perseverance.

**Climate: Our schools should be safe, nurturing places.** Our climates should support the intellectual, emotional, social, and physical development of all members of our school communities.

### Quality

**Quality is the fulfillment of expectations, our expected degree of excellence.** Clear and attainable definitions of quality should guide the individual work of all members of our school communities. An assessment process should exist whose results shape our educational programs and evaluate our collective work against recognized local, state, national, and international standards.

## Learning Outcomes

Through our curricular and co-curricular programs, the Glenbrook South student will:

### Knowledge Base

- acquire and apply a body of essential knowledge and skills within disciplines

### Thinking Skills

- build on prior learning to expand knowledge, skills, and understanding
- connect knowledge and experiences across disciplines
- demonstrate problem-solving abilities
- take appropriate risks to generate new ideas in a variety of applications

### Information Literacy

- locate, select, evaluate, and synthesize print-based and technology-based sources of information to create and communicate knowledge

### Communication Skills

- communicate with clarity, purpose, and understanding of audience through reading and writing, listening and speaking, and viewing and visually representing
- Life skills
- demonstrate personal responsibility for decisions, actions, and their consequences
  - develop and maintain habits of wellness
  - produce work that reflects pride, craft, creativity, and scholarship

### Social Responsibilities

- interact successfully with others
- manage and evaluate behavior with others
- deal constructively with conflict caused by differences of opinion
- demonstrate responsible citizenship

### Global Perspective

- demonstrate an understanding of and respect for diverse human perspectives
- demonstrate an understanding of and responsibility for global issues