GLENBROOK SOUTH HIGH SCHOOL
4000 West Lake Avenue
Glenview, Illinois 60026
847.729.2000

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Mr. Bruce Doughty, Vice President – Northbrook
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*Inside Front Cover*
GLENBROOK DISTRICT 225 ADMINISTRATION
3801 West Lake Avenue - Glenview, Illinois 60026-1292
847-998-6100

Superintendent .................................................................................. Dr. Michael Riggle
Assistant Superintendent - Educational Services ................................ Dr. Rosanne Williamson
Assistant Superintendent - Business Services/CSBO ......................... Dr. R. J. Gravel
Assistant Superintendent - Human Resources .................................. Mr. Brad Swanson
Director of Special Education ............................................................. Dr. Jennifer Pearson
Director of Human Resources ............................................................ Ms. Alice Raflores
Director of Public Relations & Communications ................................. Ms. Karen Geddeis
Director of Operations ...................................................................... Dr. Kimberly Ptak
Director of Business Services ............................................................. Ms. Vicki Tarver
Director of Instructional Innovation ................................................... Mr. Ryan Bretag
Managers of Technology Services ..................................................... Mr. Zia Ahmed, Mr. Ryan Manly

GLENBROOK SOUTH ADMINISTRATION
4000 West Lake Avenue - Glenview, Illinois 60026-1271
847-729-2000

Principal ............................................................................................. Dr. Lauren Fagel
Associate Principal - Administrative Services ..................................... Mr. Casey Wright
Associate Principal - Curriculum & Instruction .................................. Mr. Cameron Muir
Assistant Principal - Student Services ................................................ Dr. Lara Cummings
Assistant Principal - Dean’s Office ..................................................... Mr. Ronald Bean
Assistant Principal - Student Activities .............................................. Mr. Joshua Koo
Associate Dean of Students ............................................................... Mr. Sean Garrison
Director of Athletics ......................................................................... Mr. Steve Rockrohr
Assistant Director of Athletics ............................................................ Ms. Courtney Middleton
Assistant Director of Athletics ............................................................ Mr. Tom Mietus
Director of College Counseling ......................................................... Mr. John Klasen

GBS INSTRUCTIONAL SUPERVISORS
847-729-2000

Career & Technical Education ............................................................. Ms. Dawn Hall
English ............................................................................................... Dr. Tom Kucharski
Fine Arts ............................................................................................ Mr. Mark Maranto
Mathematics ....................................................................................... Mr. Phillip Gartner
Physical Education/Health/Driver Education ...................................... Mr. Stephen Staniecek
Science ............................................................................................... Mr. Jeffrey Rylander
Social Studies .................................................................................... Ms. Jeannie Logan
Special Education ............................................................................. Ms. Stacey Wolfe
World Languages ............................................................................... Ms. Danita Fitch
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 a vast panorama of 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 needs 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 Pfingsten 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, individual resource centers for various departments, fully equipped science labs, a greenhouse, two physical education centers, and state-of-the-art facilities for computer instruction, industrial education, art, music, foreign language, and home economics 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 handicapped access to the aquatics facility, 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 toward the goal of reaching 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 opportunity for 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 basic 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.

It is this kind of national honor that confirms the success of our program and that reflects the desire of students, parents, and staff members to function as a cooperative unit: the family of Glenbrook South High School.
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 Advanced Placement science, 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)**

**Section A - Course Requirements**

The following units of credit are required for graduation from the Glenbrook High Schools:

1. English (Note 1) 4.0
2. Physical Education (Note 2) 3.5
3. Mathematics (Note 3) 3.0
4. Social Studies (Note 4) 2.0
5. Science (Note 5) 2.0
6. Applied Arts (Note 6) 0.5
7. Consumer Education 0.5
8. Driver Education (Note 7) 0.25
9. Fine Arts (Note 8) 0.5
10. Health 0.5
11. Electives 7.25

**TOTAL NUMBER OF UNITS** 24.0

**NOTES:**

1. **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.

2. **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 (and page 10 of the handbook).

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

4. **Social Studies** - One unit of credit in U.S. History along with 0.5 units of “Civics” (effective for students entering as ninth graders in the 2016-2017 school year) 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.

5. **Science** - Two units of credit are required in Science.

6. **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.

7. **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.

8. **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 inapplicable, 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 POLICY
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 Section A of this policy.
   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.

2. 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.

3. 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)

Examples:
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). Admission to these classes is by recommendation only; however, all students of superior ability are encouraged to apply.

Honors work (7 level) is not to be considered as extra work, i.e., the work of the regular sections with added readings or papers. A more accurate description would be work that is significantly different from that encountered in regular 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. Only the student’s capacity and commitment limits progress and depth of inquiry.

Honors candidates should bear in mind that the true measure of attainment is not grades and credits but personal growth. On the other hand, teachers in the program recognize that the importance of honors courses is reflected in good grades. Colleges recognize the importance of the honors courses as preparation for college-level study, and honors courses are always so designated on the student’s transcript.

ADVANCED PLACEMENT COURSE POLICY
The purpose of the Advanced Placement 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 policy has been established:

1. All students who enroll in AP courses will be billed for their examinations in the spring. Students who are unable to pay for the AP examinations because of financial difficulty should see their counselor.

2. Students dropping the 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. In addition, the Board encourages all qualified students not enrolled in Advanced Placement courses to take the appropriate Advanced Placement examination. Any student enrolled in an Advanced Placement course who does not wish to take an AP examination for that course for any reason is required to consult with the building principal or designee. (Board Policy 7060).

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.

STEM (SCIENCE TECHNOLOGY ENGINEERING MATHEMATICS)
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. 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.
SPECIAL PROGRAMS

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.

LAB ASSISTANT PROGRAM

Many departments offer .25 credit per semester to students who successfully perform duties as a laboratory assistant. Lab assistants may be transferred to a study hall at the discretion of the department. A maximum of 2 credits of lab assistant credit may be earned toward graduation. The lab assistant program is designed to provide students with the opportunities to:

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

PROGRESS REPORTS/GRADING

In order to give students and parents an appraisal of students’ achievement in their school subjects, report cards are mailed home at the conclusion of each semester. Notification of mid-semester grades is sent home via email at the end of each nine-week period.

Grades are to be interpreted in the following manner:

- An “A” represents outstanding achievement.
- A “B” represents above average achievement.
- A “C” represents average achievement.
- A “D” represents below average achievement.
- An “F” represents a failing grade. (No credit is given for an “F” grade in any course.)
- An “AU” represents an audit. (No credit awarded.)
- A “P” represents a pass.
- An “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. In no case is a grade of incomplete issued to a student who neglects to turn in required work.
- A “W” represents withdrawal. (This mark means the student has withdrawn from a particular course without penalty.)
- A “WF” represents withdrawal from a course with penalty and will be considered an “F” in determining GPA.
- An “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.

Credit for classes taken is awarded at the end of each semester.

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 - 100%</td>
</tr>
<tr>
<td>B</td>
<td>80 - 89%</td>
</tr>
<tr>
<td>C</td>
<td>70 - 79%</td>
</tr>
<tr>
<td>D</td>
<td>60 - 69%</td>
</tr>
<tr>
<td>F</td>
<td>below 60%</td>
</tr>
</tbody>
</table>

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 final examinations is given only by the administration. For all persons granted an excused absence from 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 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

1. During the second semester, a senior student with an 80% semester average, five or fewer excused absences (school-sponsored field trips, participation in Advanced Placement examinations and other school-sponsored activities will not count against the five excused absences), and with no unexcused absences (including out-of-school suspensions) may have the option of waiving the final exam in a given course.

2. A senior student with a 90% 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.

3. 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 either of the conditions mentioned in #1 or #2 have been met. The instructor(s) of the course, instructional supervisor and principal (or designee) make this decision.

4. 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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Honors, Advanced Placement &amp; Academy</th>
<th>All Other Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>5 points</td>
<td>4 points</td>
</tr>
<tr>
<td>B</td>
<td>4 points</td>
<td>3 points</td>
</tr>
<tr>
<td>C</td>
<td>3 points</td>
<td>2 points</td>
</tr>
<tr>
<td>D</td>
<td>2 points</td>
<td>1 points</td>
</tr>
<tr>
<td>F</td>
<td>0 points</td>
<td>0 points</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4.0 Units of Credit</td>
</tr>
<tr>
<td>Mathematics</td>
<td>3.0</td>
</tr>
<tr>
<td>Science</td>
<td>3.0</td>
</tr>
<tr>
<td>Social Studies</td>
<td>3.0</td>
</tr>
<tr>
<td>World History</td>
<td>(required)</td>
</tr>
<tr>
<td>U.S. History</td>
<td>3.5*</td>
</tr>
<tr>
<td>Physical Ed.</td>
<td>0.5</td>
</tr>
<tr>
<td>Driver Ed.</td>
<td>0.5*</td>
</tr>
<tr>
<td>Constitution Test</td>
<td>(within U.S. History)</td>
</tr>
<tr>
<td>Consumer Ed.</td>
<td>0.5</td>
</tr>
<tr>
<td>Elective Courses</td>
<td>3.0</td>
</tr>
<tr>
<td>Fine Arts</td>
<td>0.5</td>
</tr>
<tr>
<td>Applied Arts</td>
<td>0.5</td>
</tr>
<tr>
<td>World Languages</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>24.0 Units of Credit</td>
</tr>
</tbody>
</table>

Glenbrook Scholar Requirements

*Requirement may be fulfilled through an approved exemption.

**GPA is calculated upon completion of the 7th 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 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 identification card punched by the counselor assistants 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

A. BEFORE THE SEMESTER BEGINS

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 the Glenbrooks. 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)

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 a 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 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 a 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.
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.

Please 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 selfsame 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.

SECTION I

PROTECTED STUDENT RIGHTS

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:
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 does not reference alcohol, drugs, tobacco, or violence.
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.

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

1. 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.

2. 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 Procedures 8280)

A. Confidentiality

1. The school student records of all students shall be maintained confidentially in accordance with the requirements of the Illinois School Student Records Act, the Illinois School Code, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Improvement Act of 2004, the Local Records Act, USA Patriot Act of 2001, and their respective implementing regulations. The following procedures are currently in compliance with the above named state and federal laws. In the event of a conflict between this policy and any statute, rule, or regulation cited herein, the statute, rule, or regulation shall govern.

2. For purposes of these procedures, school student record means any writing or other recorded information concerning a student and by which a student may be individually identified, maintained by a school or at its direction or by an employee of a school regardless of how or where the information is stored.

The following are not school student records and are not subject to disclosure:

a. Writings or other recorded information maintained by an employee of District 225 or other person whether or not at the direction of the District for his/her exclusive use, provided that all such writings and other recorded information are destroyed not later than the student’s graduation or permanent withdrawal from the school, and provided further that no such records or recorded information may be released or disclosed to any person except a staff member designated by the school as a substitute unless they are first incorporated in a school student record and made subject to all of the provisions of federal and State law.

b. School student records do not include video or other electronic recordings created and maintained by law enforcement professionals working in the school or for security or safety reasons or purposes, provided the information was created at least in part for law enforcement or security or safety reasons or purposes; and Electronic recordings made on school buses, as defined in Section 14-3 of the Criminal Code of 1961 [720 ILCS 5/14-3].

c. Information maintained by law enforcement professionals working in the school.

d. Any information, either written or oral, received pursuant to Section 22-20 of the School Code (105 ILCS 5/22-20) and Sections 1-7 and 5-905 of the Juvenile Court Act of 1987 [705 ILCS 504/1-7 and 5-905].

3. The assistant principal for student services shall serve as the Official Records Custodian and will take all reasonable measures to comply with the confidentiality requirements of the Illinois School Code, the Illinois School Student Records Act, the Illinois Mental Health and Developmental Disabilities Confidentiality Act, the Family Educational Rights and Privacy Act, the Individuals with Disabilities Education Act, the Local Records Act, and their respective implementing regulations.

4. As Official Records Custodian, the assistant principal for student services shall assume responsibility for the following:

a. Separate permanent and temporary records of a student;

b. Respond to any request for inspection and review of school student records, including a request for a copy of school student records, within 15 school days;

c. Respond to any request for an explanation or interpretation of a school student record;

d. Respond to any request to amend or destroy a school student record;

e. Respond to any request to disclose or release personally identifiable information and/or school student records;

f. Keep a record of parties obtaining access to school student records including the name of the party, the date access took place, and the purpose of the authorized use.

g. Maintain, for public inspection, a current listing of the names and positions of the employees who may have access to personally identifiable information;

h. Provide upon request from the parent(s)/guardian(s), a list of the types and locations of school student records collected, maintained, or used by the District; and

i. Take all reasonable measures to protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages of maintenance of school student records;

j. The Official Records Custodian shall review the terms of any court order requiring the disclosure of student records issued pursuant to the USA Patriot Act of 2001, P.L. 107-56, and determine whether such order permits or prohibits notice to the parent(s)/guardian(s) as otherwise required in Section C.2.e below, and determine whether such order permits or prohibits the Official Records Custodian from following the record keeping requirements of Section A.4.f. above;

k. Ensure that student record information is not disclosed pursuant to a subpoena, but only pursuant to a court order signed by a judge;

l. Review student temporary records at least every four years, or upon a student’s change in attendance center, whichever occurs first, to verify entries and to eliminate or correct out-of-date, inaccurate or irrelevant information;

m. Upon written request from the official records custodian of another school in which the student has enrolled or intends to enroll, and with prior written notice to the parent(s)/guardian(s), transfer a copy of records of students transferring to another school district and retain the original records;

n. When notified by the Department of Children and Family Services (DCFS), purge DCFS’ final finding report from a student’s record and return the report to DCFS. If the Official Records Custodian has transferred a copy of the DCFS report to another school as part of a transfer of the student’s records, the Official Records Custodian shall forward a copy of the DCFS request to the receiving school district.

5. The Assistant Principal for Student Services may delegate any of these duties to an appropriate staff member. Each school principal or designee shall take all action necessary to assure that each person collecting or using personally identifiable information receives training or instruction regarding the policies and procedures governing confidentiality of personally identifiable information.

6. All rights and privileges accorded to a person under these procedures and the Student Records policy shall become exclusively those of the student upon his or her 18th birthday, graduation from secondary school, marriage, or entry into military services, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student’s permanent school record.

7. District 225 will notify the parent(s)/guardian(s) of their rights under federal and State law.

a. The school will annually notify the parent(s)/guardian(s) of their rights with respect to school student records, including the following:

(1) The types and location of information contained in the permanent and temporary school student records;

(2) The right and procedures for inspecting and copying permanent and temporary school student records and the cost of copying such records;

(3) The right to control access to and release of school student records and the right to request a copy of information released;

(4) The rights and procedures for challenging and/or amending the contents of school student records that may be inaccurate, misleading or improper;

(5) The persons, agencies or organizations having access to the school student records without parental consent;

(6) The right to copy any school student record or information contained therein which is proposed to be destroyed or deleted and the school's schedule for reviewing and destroying such information;

(7) The categories of information the school has designated as “directory information” and the right of the parent(s)/guardian(s) to prohibit the release of such information;

(8) That no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act;

(9) The right to inspect and challenge the information contained in the student record, other than academic grades and references to expulsions and out-of-school suspensions, prior to transfer of the records to another school district, in the event of a student’s transfer to another school district;
1. District 225 shall permit parent(s)/guardian(s) and any other authorized representatives to inspect and copy school student records.

2. The Official Records Custodian shall respond to and grant any written request to inspect and copy school student records to a parent(s)/guardian(s) or authorized representative within 10 business days after the date of receipt of such written request by the Assistant Principal for Student Services. The time for response may be extended by the District for up to 5 additional business days for any of the following reasons:
   a. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
   b. The request requires the collection of a substantial number of specified records;
   c. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
   d. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
   e. The request for records cannot be complied with by the District within the original 10 business day time limit without unduly burdening or interfering with the operations of the District;
   f. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or school district or among 2 or more components of a public body or school district having a substantial interest in the determination or in the subject matter of request.

   The person making the request and the District may agree in writing to further extend the time for compliance for a period to be determined by the parties.

3. The District may charge a reasonable fee for copies of records, however, a fee shall not be charged when the Official Records Custodian determines that a parent(s)/guardian(s) is unable to bear the cost of such copying.

C. Release of Personally Identifiable Information

1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.

2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law: a. To a parent(s)/guardian(s) or student or person specifically designated as a representative by a parent; or b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.

C. Release of Personally Identifiable Information

1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.

2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law: a. To a parent(s)/guardian(s) or student or person specifically designated as a representative by a parent; or b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.

c. To the official Records Custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois in which the student has enrolled, or intends to enroll, upon the written request of such official or student.

d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and with this policy and procedures.

C. Release of Personally Identifiable Information

1. District 225 shall obtain written parental consent before permitting personally identifiable information to be released or used except as otherwise authorized by law.

2. District 225 may not release, transfer, disclose or otherwise disseminate information maintained in the school student records except as follows and as provided by law: a. To a parent(s)/guardian(s) or student or person specifically designated as a representative by a parent; or b. To an employee or official of the school or State Board of Education with current demonstrable educational or administrative interest in the student, in furtherance of such interest.

c. To the official Records Custodian of another school within Illinois or an official with similar responsibilities of a school outside Illinois in which the student has enrolled, or intends to enroll, upon the written request of such official or student.

d. To any person for the purpose of research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records, and with this policy and procedures.

e. Pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice upon receipt of such order of the terms of the order, the nature and substance of the information proposed to be released in compliance with such order, and an opportunity to inspect and copy the school student records and to challenge their contents. If the parents of a student are named in the court order, however, the parents shall be deemed to have received the required notice. The District will respond to the order no earlier than five school days after receiving it to allow the parents the opportunity to review, inspect and challenge the records.

f. To any person as specifically required by state or federal law.

g. To juvenile authorities when necessary for the discharge of their official duties who request information prior to adjudication of the student and who certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. For purposes of this Section, a juvenile authority means:

   1. A judge of the circuit court and members of the staff of the court designated by the judge;
   2. Parties to the proceedings under the Juvenile Court Act of 1987 (705 ILCS 405/), and their attorneys;
   3. Probation officers and court-appointed advocates for the juvenile authorized by the judge hearing the case;
   4. Any individual, public or private agency having custody of the student pursuant to court order;
   5. Any individual, public or private agency providing education, medical or mental health service to the student when the requested information is needed to determine the appropriate service or treatment for the minor;
   6. Any potential placement provider when such release is authorized by the court for the limited purpose of determining the appropriateness of the potential placement;
   7. Law enforcement officers and prosecutors;
   8. Adult and juvenile prisoner review boards;
   9. Exclusively authorized military personnel; and
   10. Individuals authorized by court.

h. Subject to regulations of the State Board, in connection with an emergency, to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons.

i. Military recruiters and institutions of higher learning will be granted access to students’ names, addresses, and telephone listings, unless an objection is made by the student’s parent(s)/guardian(s) through the District’s opt-out procedure.

j. The District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student’s school records without notice to, or the consent of the student’s parent(s)/guardian(s), pursuant to the USA Patriot Act of 2001.

k. To any person, with the prior specific-dated written consent of the parent(s)/guardian(s) designating the person to whom the records may be released, provided that at the time any such consent is requested or obtained, the parent(s)/guardian(s) shall be advised in writing that he/she/they has the right to inspect and copy such records, to challenge their contents, and to limit any such consent to designated records or designated portions of the information contained therein, as provided by law and as described herein.

l. Directory information may be released to anyone as permitted by law unless a parent requests in writing that any or all such information shall not be released on his or her student. Directory information shall be limited to:

   1. Identifying information such as student’s name, address, gender, grade level, date and place of birth, and parents’ names and mailing addresses;
(2) Photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs, except that;
   a. No photograph highlighting individual faces shall be used for commercial purposes, including solicitation, advertising, promotion or fundraising without the prior, specific, dated and written consent of the parent or student, as applicable (see 765 ILCS 1075/30); and
   b. No image on a school security video recording shall be designated as directory information;

(3) Academic awards, degrees, and honors;

(4) Information in relation to school-sponsored activities, organizations and athletics;

(5) Major field of study; and

(6) Period of attendance in the school.

No student Social Security Number (SSN) or student identification (ID) or unique student identifier may be designated as directory information.

m. Receipt of a subpoena shall not be treated as a court order, but shall require the Official Records Custodian to report receipt of the same to the Superintendent and parent or guardian. Student records will not be produced pursuant to a subpoena.

3. Copies of records transmitted to the School District from another school district (the “sending school district”) from which the student has transferred may be transferred back to the sending school district without parental or student notice and consent.

D. Transfer of Records

District 225 shall forward, within 10 days of receipt of notice of the student’s transfer to any other private or public elementary or secondary school located in this or any other state, a copy of the unofficial record of the student’s grades to the school to which the student is transferring. The District at the same time shall forward to the school to which the student is transferring the remainder of the student’s school record and a Certification of Good Standing form. “In good standing” means that the student's medical records are up-to-date and complete of the student's grades to the school to which the student is transferring. The District shall forward, within 10 days of receipt of notice of the specific entry or entries being challenged and the basis of the challenge.

2. The request for a hearing must be submitted in writing and contain notice of the specific entry or entries being challenged and the basis of the challenge.

3. The school principal, or principal’s designee, upon receiving a written request from the parent(s)/guardian(s), shall hold an informal conference with the parent(s)/guardian(s) within 15 school days from the date of receipt of the request. The school principal, or principal’s designee, will amend or delete information he or she determines to be inaccurate, irrelevant or improper. If the school principal, or principal’s designee, refuses to amend the information, he or she shall inform the parent(s)/guardian(s) of the refusal and advise the parent(s)/guardian(s) of his/her right to proceed with a hearing.

4. If the dispute is not resolved by the informal conference, formal procedures shall be initiated:
   a. A hearing officer, who shall not be employed in the attendance center where the student is enrolled, shall be appointed by the District.
   b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless the parent(s)/guardian(s) and school officials agree upon an extension of time. The hearing officer shall notify the parent(s)/guardian(s) and the school officials of the time and place of the hearing.
   c. A verbatim record of the hearing shall be made by a recording or a court reporter.
   d. At the hearing, each party shall have the right to (1) present evidence and to call witnesses, (2) cross-examine witnesses, (3) counsel, (4) a written statement of any decision and reasons therefore; and (5) appeal an adverse decision of the hearing officer to the Regional Superintendent as provided by law.

5. The written decision of the hearing officer shall, no later than 10 days after the conclusion of the hearing, be transmitted to the parent(s)/guardian(s) and the District. It shall be based solely on the information presented at the hearing and shall be one of the following:
   a. To retain the challenged contents of the student record;
   b. To remove the challenged contents of the student record;
   c. To change, clarify or add to the challenged contents of the student record.

6. Any party shall have the right to appeal the decision of the local hearing officer to the Regional Superintendent within 20 school days after such decision is transmitted. If the parent(s)/guardian(s) appeals, the parent(s)/guardian(s) shall so inform the school and within 10 school days, the District shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent/ISC. The District may initiate an appeal by the same procedures. Upon receipt of such documents, the Regional Superintendent shall examine the documents and record to determine whether the District's proposed action in regard to the student's record is in compliance with the Illinois Student Records Act, make findings and issue a written decision to the parent(s)/guardian(s) and the District within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance, or propriety of any entry in special education records, the Regional Superintendent/ISC should seek advice from special education personnel:
   a. Who were not authors of the entry; and
   b. Whose special education skills are relevant to the subject(s) of the entry in question.

7. District 225 shall implement the decision of the Regional Superintendent/ISC.

8. If, as a result of the appeal process, it is determined that the information is inaccurate, irrelevant, or improper, District 225 shall amend the information and inform the parent(s)/guardian(s) in writing.

9. If, as a result of the appeal process, it is determined that the information is not inaccurate, irrelevant, or improper, District 225 shall inform the parent(s)/guardian(s) of his/her right to place in the student’s record a statement of reasonable length setting forth his/her position on any disputed information contained in the record.

10. The District shall ensure that a statement placed in an education record as described above:
   a. Is maintained by District 225 as part of the record of the student as long as the record or contested portion is maintained by the District; and
   b. Is disclosed by District 225 to any party to whom the records of the student are disclosed.
F. Former Student Requests for Name Change to Records

Requests by former students to change their name on school records will be considered on a case-by-case basis, based on the following:

- Changes will be made only to academic transcripts and diplomas;
- Changes will not be made if it is not technologically feasible given the District's then existing hardware, software, and database limitations (The District will not purchase or otherwise acquire new hardware or software for the purpose of making a name change to records);
- The request must be accompanied by appropriate court order approving the name change;
- Any cost for the change, including reprinting of diplomas, must be covered by the requestor;
- If requesting a name change to a diploma, approval of the name change will be contingent upon the requestor returning the original diploma to the District.

G. Retention and Destruction of Records

1. District 225 maintains two types of school student records: permanent and temporary.
   - The permanent record shall include:
     1. Basic identifying information, including the student's name and address, birth date and place, and gender, and the names and addresses of the student’s parents;
     2. Academic transcript, including grades, graduation date, grade level achieved, and the unique student identifier assigned and used by the Student Information System established pursuant to Section 1.75 of rules governing Public Schools Evaluation, Recognition and Supervision (see 23 Ill. Adm. Code 1.75);
     3. Attendance record;
     4. Health record;
     5. Scores received on all State assessment tests administered at the high school level (i.e., grades 9 through 12) (see 105 ILCS 5/2-3.64(a));
     6. Record of release of permanent record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)]; and
     7. Honors and awards received; and
     8. Information concerning participation in school-sponsored activities or athletics, or offices held in school-sponsored organizations.
   - No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred.
   - The temporary record may include:
     1. Family background information;
     2. Intelligence test scores, group and individual and aptitude test scores;
     3. Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;
     4. Elementary and secondary achievement level test results;
     5. Participation in extracurricular activities including any offices held in school-sponsored clubs or organizations;
     6. Honors and awards received;
     7. Teacher anecdotal records;
     8. Disciplinary information, specifically including information regarding an expulsion, suspension, or other punishment for misconduct involving drugs, weapons, or bodily harm to another;
     9. Special education records;
     10. Any verified reports or information from non-educational persons, agencies or organizations of clear relevance to the education of the student;
     11. A record of release of temporary record information in accordance with Section 6(c) of the Illinois School Student Records Act [105 ILCS 10/6(c)];
     12. Information provided under Section 8.6 of the Abused and Neglected Child Reporting Act [325 ILCS 5/8.6], as required by Section 2(f) of the Illinois School Student Records Act [105 ILCS 10/2(f)];
     13. The completed home language survey form (see 23 Ill. Adm. Code 228.15);
     14. Health-related information;
     15. Accident Reports;
     16. Other disciplinary information; and
     17. Records associated with plans developed under section 504 of the Rehabilitation Act of 1973 (29 USC 701 et seq.).
   - District 225 will maintain the student's temporary record for at least 5 years after the child transfers, graduates, or permanently withdraws.

2. District 225's destruction of school student records shall be pursuant to prior notice to the parent(s)/guardian(s) and in accordance with federal and State law, including the Local Records Act.

Rights Conditioned on Securing Information from Temporary Records

Any inquiries concerning these procedures should be addressed to:

School Records Custodian
Glennbrook South High School
4000 West Lake Avenue
Glenview, Illinois 60026

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 parent or guardian requests in writing to the Assistant Principal 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 AGREEMENT

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.

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.
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:

1. Violation of public law, such as theft, arson, assault and battery, destruction of property, gambling and hazing.
2. Possession of dangerous weapons, including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances.
3. Threats of harm to persons or property, or speech or action clearly inciting to immediate physical violence including aggressive behavior/bullying.
4. 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.
5. 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.
6. 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 defined 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.
7. Forgery, alteration, as well as use, receipt or possession of school documents without proper authority.
8. 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.
9. Knowingly making a false fire alarm or any other false and disruptive rumor or report.
10. Smoking or tobacco use while on school premises.
11. 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:

1. 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.
2. 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.
3. 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.
4. 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.
5. 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.
6. 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.
7. 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.
The following District 225 Board policies are included in whole or in part to reflect the needs of students and parents. Actual Board policies may be downloaded in PDF format from the district website at www.glenbrook225.org or may be obtained from the school upon request.

A. STUDENT BEHAVIOR, MISCONDUCT, RIGHTS AND RESPONSIBILITIES (Board Policy 8400)

Section A - Introduction
These policies have been developed by the Board to provide a safe and positive educational environment for all students and staff in order to foster academic success, social responsibility and healthy social development. The board recognizes the important role of parents in the management of student behavior. Therefore, these policies and procedures provide opportunities and notifications to involve parents in the discipline process.

Section B - Jurisdiction as to Students’ Rights and Responsibilities and Code of Conduct
District discipline policies will apply:
1. In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and
2. On means of school-supplied or sanctioned transportation to or from any of the above; and
3. With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

Section C - Additional Jurisdiction as to Code of Conduct
In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as inter-scholastic athletic, drama, fine arts and other competitions or who participate in clubs and activities that are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section D - Student Behavior
The Board expects all students to behave in a way that enhances academic growth and social maturity. This includes academic honesty, civility, respect for others, tolerance, inclusiveness, responsible citizenship, and fair play.

Section E - Misconduct
Behaviors that are wholly untenable, in that they cause harm or threaten to cause harm to the safety of others, or harm or offer the threat of harm to property or persons attending school or district-sponsored events, and/or interfere with or disrupt the educational process and educational environment, are subject to disciplinary action. Such unpermitted behavior includes, but is not limited to:
1. Theft and destruction of property, hazing, gambling, dishonesty, theft, harassment, bullying, and infliction or threats of harm to persons or property, failure to comply with reasonable directions, actions which provoke any substantial disruption of normal school operation, patterns of behavior that fail to conform to minimal school expectations; and
2. Gang related activity or behavior, which shall include, but shall not be limited to, the wearing or displaying of gang apparel or colors, the communication of gang signs or signals, engaging in actions or conduct indicating membership or participation in, or endorsement of, a gang, or engaging in any actions or conduct defined as gang-related activity or conduct in any applicable federal, state or local statute, ordinance, rule or regulation; and
3. Such other conduct as in Policy 7220: Purpose and Use of Technology and Network Resources; Policy 8420: Student Attendance; Policy 8430: Student Smoking and Tobacco Policy 8440: Academic Dishonesty; Policy 8450: Weapons Possession; Policy 8460: Illegal Substances and Paraphernalia; Policy 8470: Harassment - Students; and Policy 8480: Hazing, Bullying, or Aggressive Behavior.

Section F - Implementation and Notification as to Rights and Responsibilities/Code of Conduct
1. The Board directs the superintendent to establish Student Rights and Responsibilities for inclusion in the Student/Parent Handbook which will inform parents and students of expected student behavior and prohibitive misconduct and will define the rights and responsibilities of the student.
2. The Board offers a wide variety of extracurricular and athletic opportunities for students and recognizes that participation in these activities is a privilege and not a part of the right to education. The Board directs the superintendent to establish a Code of Conduct for student participants in athletics and student activities for inclusion in the Student/Parent Handbook with progressive loss of these privileges for violations.
3. The Board directs the superintendent to develop, publish, and implement procedures for disciplinary actions to achieve the aims of this policy, and for appropriate parental notification.
4. In cases when student misconduct and related consequences are not specifically addressed in Board policies or procedures, the administration is authorized to take such action as it deems appropriate, provided that all such action shall be consistent with the School Code and these policies.
5. The Student Rights and Responsibilities, Code of Conduct, and procedures, as described in the Student Handbook, will be reviewed and adopted by the Board annually.
6. The Board acknowledges the importance of parental cooperation in the implementation of these policies and has provided for procedures which, when supported by parents, can minimize the adverse educational impact from prescribed discipline.

B. DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT (Board Policy 8410)

Section A - Introduction
The administration is authorized to suspend, and/or refer or recommend to the Board for consideration of disciplinary action, including, but not limited to, expulsion of a student for violation of any of the following policies:
Policy 7220: Purpose and Use of Technology and Network Resources
Policy 8400: Student Behavior, Misconduct, Rights and Responsibilities
Policy 8420: Student Attendance
Policy 8430: Student Smoking and Tobacco
Policy 8440: Academic Dishonesty
Policy 8450: Weapons Possession
Policy 8460: Illegal Substances and Paraphernalia
Policy 8470: Harassment - Students
Policy 8480: Hazing, Bullying, or Aggressive Behavior.
Section B - Disciplinary Action Relative to Student Misconduct

1. Students whose misconduct is determined to violate Board policy may be subject to a range of consequences as stated in this policy and in the policies related to student conduct.

2. The Board of Education directs the Superintendent or designee to develop procedures for administering the cases of student misconduct. These procedures will include:

   a. Intervention Programs – The Board of Education directs and authorizes the Superintendent or designee to develop intervention programs aimed at assisting students who manifest an inability to adjust to the demands of school life as evidenced by violations of any of the above policies. Such intervention programs may include, but are not limited to: modifying the educational placement of the student, (consistent with the requirements of Federal and State laws relative to students with disabilities, where applicable) recommending community support services, and providing in-school support services.

   b. Major Disciplinary Review Committee (MDRC) – Each school shall establish a Major Disciplinary Review Committee. The MDRC shall be chaired by the Assistant Principal for Student Services and shall be comprised of a Dean of Students, a social worker and/or counselor who is not the assigned counselor to the student facing discipline, a school psychologist, the Director of Special Education, and other staff members as assigned on a case by case basis by the principal. However, any employee or administrator who investigates an infliction shall not be a member of that school’s MDRC for purposes of review of such alleged infliction. The purpose of the MDRC will be to review each case to: (1) determine if a violation of policy has occurred; (2) assure due process procedures have been followed; (3) assemble documentation relevant to the student and the alleged violation to be used in consideration of the matter; and (4) recommend appropriate action. The MDRC review shall be forwarded to the school Principal and referred to the Superintendent, who may make a referral to the Board of Education for review if possible expulsion.

   c. Alternative Discipline Plan (ADP) – The Board of Education directs and authorizes the Superintendent to cause to be developed an ADP for violations of Section D.2. (second offense) of Policy 8460: Illegal Substances and Paraphernalia.

   d. Suspension – Suspension is the removal from school for a period not to exceed 10 school days. Due to gross disobedience or misconduct, the Board authorizes the administration to suspend students from school for a period not to exceed 10 school days. Students may also be assigned to an in-school suspension or a Saturday detention at the discretion of the administration. A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program by the Superintendent or Board of Education as permitted by State law.

   e. Expulsion – Expulsion is the removal from school for a period longer than 10 school days. Acts of gross disobedience, egregious conduct, or gross misconduct or repeated violations as enumerated in the policies listed above may result in a referral to the Board of Education for consideration of expulsion. Only the Board can expel a student from school. A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program by the Superintendent or Board of Education as permitted by State Law.

   f. Review Procedures – The Board authorizes the Administration to develop informal and formal review procedures for students who are suspended, and/or may be considered for expulsion from school.

   g. Hearing Procedures – Students referred to the Board of Education for review of a student’s suspension, or for possible expulsion, will be entitled to a hearing before the Board, or a hearing officer designated by the Board. Unless otherwise directed by the Board, the Superintendent is authorized to engage a hearing officer for the purpose of hearing evidence and providing a written summary of the evidence to the Board for its consideration and final action.

   h. Waiver of Discipline Hearing – The Board authorizes the Superintendent to develop a waiver procedure as an option to students and parent(s)/guardian(s) in lieu of a hearing when a major disciplinary infraction may result in a consideration of expulsion and a hearing before the Board of Education or a hearing officer as authorized by Board policies.

i. No disciplinary action shall be taken against any student where the student’s conduct is based totally or in part on the refusal of the student or the student’s parent(s)/guardian(s) to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Section C - Education of the School Community

Information about the District’s discipline policies shall be included in the Student/Parent Handbook and the faculty shall review the discipline policies with students within fifteen (15) days after the beginning of each school year or when a student transfers into the District. A summary document will be developed for distribution to students and parent(s)/guardian(s) and for publication to the school community.

Section D - Staff Training and Education

The District, at least once per academic year, shall conduct appropriate training sessions for all administrators, faculty, and staff responsible for implementing disciplinary procedures.

Section E - Board Decision Not Precedential

The Board’s decision in any case involving this policy shall be made on a case-by-case basis and shall not be deemed precedential in effect.

DISCIPLINARY ACTION RELATIVE TO STUDENT MISCONDUCT (Board Procedures 8410)

Section A - Introduction

It is the intention of the School Board of District 225 to discourage and deter student disobedience, misconduct, gross misconduct, egregious misconduct, and gross disobedience as such behavior detracts from the safe and harmonious climate conducive to learning. The Board of Education authorizes the Superintendent, as its designee, to administer the following procedures for disciplinary action in cases of gross misconduct, egregious misconduct, or gross disobedience by students. The Superintendent shall have the right to appoint designees to act on the Superintendent’s behalf, including but not limited to school principals.

Section B - Suspension

The school Principal or designee is authorized by the Board of Education of District 225 to suspend students guilty of disobedience, misconduct, gross misconduct, egregious misconduct, and gross disobedience, as gross disobedience, gross misconduct, and egregious misconduct are described in these policies for a period not to exceed ten school days.

1. Notice and Informal Hearing

In all cases involving a possible suspension, the Principal or designee shall follow the procedures below:

   a. Investigate the allegations before commencing with the suspension procedure.

   b. Provide the student with an informal hearing by:

      i. Notifying the student orally, if the student is present, or in writing, of the allegations against the student and explaining the evidence substantiating the allegations and specifically stating the section or policies violated.

      ii. Providing the student with an opportunity to respond to the allegations.

   c. Suspend the student if sufficient evidence of the violation has been found.

   d. The notice and informal hearing shall precede the student's removal from school. However, when, in the opinion of the Principal or designee, the student's presence would endanger persons or property or threatens to disrupt the academic process, removal of the student may precede the notice and informal hearing.

2. Suspension Procedures and Documentation

In all cases of suspension and following the informal hearing, the Principal or designee shall:

   a. Notify the student of the nature and the section(s) of the district’s policy(ies) allegedly violated by the student's actions and inform the student that the student is suspended for a specific period of time.

   b. Notify the parent(s)/guardian(s) of the suspension and provide a written statement of the reasons for the suspension, the policy section(s) violated, and the options available to the parent(s)/guardian(s) in discussing the suspension, including their right to a formal review. The suspension decision shall also include a rationale as to the specific duration of the suspension. Notification is to be by telephone and in written form either by first class mail or electronically.
i. Out-of-school suspensions of 3 days or less may be used only if the student’s continuing presence in the school would pose a threat to school safety or a disruption to other students’ learning opportunities. “Threat” to school safety or a disruption to other students’ learning opportunities shall be determined on a case-by-case basis by the school board or its designee. School administrators shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of suspensions to the greatest extent practicable.

ii. Out-of-school suspensions of longer than 3 days, expulsions and disciplinary removals to alternative schools may be used only if other appropriate and available behavioral and disciplinary interventions have been exhausted and the student’s continuing presence in school would either (i) pose a threat to the safety of other students, staff, or members of the school community or (ii) substantially disrupt impede or interfere with the operation of the school. “Threat to the safety of other students, staff, or members of the school community” and “substantially disrupt or interfere with the operation of the school” shall be determined on a case-by-case basis by the school administration. The determination of whether “appropriate and available behavioral and disciplinary interventions have been exhausted” shall be made by the school administration. School administrators shall make all reasonable efforts to resolve such threats, address such disruptions, and minimize the length of student exclusions to the greatest extent practicable. It shall be documented whether other interventions were attempted or whether it was determined that there were no other appropriate and available interventions.

iii. Students who are suspended out-of-school for longer than 4 days shall be provided appropriate and available support services during the period of their suspension. “Appropriate and available support services” shall be determined by the school administration. It will be documented whether such services are to be provided or whether it was determined that there are no such appropriate and available services.

iv. The school district may refer students who are expelled to appropriate and available support services.

b. The Dean of Students may schedule a session for the last Saturday of the month, regardless of the number of student participants, provided that no other session has been held during the month.

c. Saturday detention sessions shall be conducted in a manner similar to sessions of in-school suspensions; student participants are expected to bring their school materials and to perform school work during the detention session.

d. Saturday detention sessions shall operate from 8:00 a.m. to 2:00 p.m.

e. Students participating in the Saturday detention program shall provide their own lunch and their own transportation.

f. Failure to attend a Saturday detention session may result in an in-school suspension assignment, which shall begin their assigned suspension on the school day following the missed Saturday detention session or as otherwise determined by the Dean of Students.

g. Reasonable and prudent exceptions to the above Saturday Detention procedures may be made by the principal or designee of the building upon good cause shown.

C. STUDENT SMOKING AND TOBACCO (Board Policy 8430)

Section A - Jurisdiction

The use, possession, or distribution of Tobacco or an alternative nicotine product, is prohibited when it occurs:

1. In any physical area in, or attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel to other venues; and

2. On school-supplied or sanctioned transportation to or from any of the above; and

3. During activities or events at other locations, if the administration determines that the incident either bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.
In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as inter-scholastic athletic, drama, fine arts and other events or competitions or who participate in clubs and activities are representatives of the District’s schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section B - Definitions
1. “Tobacco,” and/or “tobacco product” as used in this Policy, shall mean cigarettes, tobacco products, cigars, pipes, and tobacco in any other form, whether or not lit or smoked, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed, and leaf tobacco that is intended to be placed in the mouth without being smoked.
2. “Alternative nicotine product” as used in this policy shall mean a product or device not consisting of or containing tobacco that provides for the ingestion into the body of nicotine, whether by chewing, smoking, absorbing, dissolving, inhaling, snorting, sniffing, or by any other means. “Alternative nicotine product” excludes cigarettes, smokeless tobacco, or other tobacco products and any product approved by the United States Food and Drug Administration as a non-tobacco product for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for that approved purpose.

Section C - Violations
A student shall be considered in violation of this policy, hereafter referred to as the “Smoking Policy,” when the student is observed:
1. Holding a lit or unlit cigarette, tobacco product, or alternative tobacco product or any cartridge or component of an alternative tobacco product;
2. Throwing away a cigarette; or
3. Exhaling smoke or vapor from the mouth or nose; or,
4. Placing any tobacco or alternate tobacco products in the mouth or nose; or
5. Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke or vapor is emanating.
6. Possessing a tobacco product, an alternative tobacco product or any cartridge or component of an alternative tobacco product.

Section D - Procedures
The dean of students will review incidents of violations of the Student Smoking and Tobacco Policy. If the charges are found to be valid, the dean of students shall follow the procedures below:
1. First Offense and Second Offense
   1. Assign the student a one-day Learning Adjustment Center (LAC) placement, or as an alternative to the LAC, the student may elect to attend a six-hour Saturday Detention; and
   2. Counsel the student concerning the harmful effects of smoking and/or tobacco use and inform the student of the provisions of the Student Smoking and Tobacco Policy; and
   3. Telephone the student’s parent(s)/guardian(s) and inform them of the infractions, the penalty, and of the potential penalties for future infractions; and
   4. Mail or email (when an email address has been provided by the parent(s)/guardian(s)) a copy of the referral form and a copy of the smoking policy to the student’s parent(s)/guardian(s).
2. Third Offense
   1. The student may be assigned to an out-of-school suspension for one day.
   2. Counsel the student.
   3. Conduct a telephone conference with the student’s parent(s)/guardian(s), inform them of the infractions and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.
   4. Mail a copy of the referral form to the student’s parent(s)/guardian(s).
3. Fourth Offense
   1. The student may be assigned to an out-of school suspension for two school days.
   2. Counsel the student.
   3. Conduct a telephone conference with the student’s parent(s)/guardian(s), inform them of the infractions and the penalty, or request that they come to the school for a conference, if the dean believes such a conference is desirable.
4. Fifth Offense
   1. The student may be assigned to an out-of-school suspension for three school days.
   2. Counsel the student.
   3. Conduct a telephone conference with the student’s parent(s)/guardian(s), inform them of the infractions, and request that they come to the school for a conference, if the dean believes such a conference is desirable.
   4. Mail a copy of the referral form to the student’s parent(s)/guardian(s).
5. Each Additional Offense
   1. The student may be assigned to an out-of-school suspension for five school days
   2. Counsel the student in a manner deemed appropriate to prevent future violations of this policy
   3. Telephone the student’s parent(s)/guardian(s), inform them of the infractions, and request that they come to the school for a conference, if the dean believes such a conference is desirable.
   4. Mail a copy of the referral form to the student’s parent(s)/guardian(s).

Section E - Enumeration of Offenses
Offenses shall be cumulative during a school year but shall not be cumulative over the student’s high school years.

D. ILLEGAL SUBSTANCES AND PARAPHERNALIA
(Boad Policy 8460)

Section A - Introduction
The Board of Education of District #225 views the presence and use of illegal substances as a significant impediment to student learning, positive social development, responsible citizenship, and safety. Furthermore, the Board believes that parents, guardians, and students should expect a school environment free of illegal substances, influences of illegal substances, and of illegal substance paraphernalia. The purpose of this policy is to foster an environment that is conducive to learning and free of illegal substances within the jurisdiction of the school.

Section B - Jurisdiction
The provisions of this policy shall be in force:
1. In any physical area on or attendant to school or District property;
2. At any school or District-sponsored or related activities, performances, extracurricular and athletic events;
3. During school or District-sanctioned or provided travel and transportation; and
4. At any other activity or event, if the administration determines that the incident bears a connection to, or impact on the school, safety at school, or is disruptive to the educational environment.

Section C - Definition of Terms
1. The term “illegal substance” is defined as:
   a. Any alcoholic substance as defined in The Liquor Control Act of 1934 (235 ILCS 5/1-1 et seq.);
   b. Any controlled substance listed under the Illinois Controlled Substances Act (720 ILCS 570/100 et seq.);
   c. Cannabis (as defined in Illinois’ Cannabis Control Act - 720 ILCS 550/3(a)) regardless of whether it has been prescribed;
   d. Any look-alike, counterfeit, or synthetic substances, including a substance not containing an illegal or controlled substance, but one: (i) that a student reasonably believes to be, or represents to be, an illegal or controlled substance; or (ii) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal or controlled substance; or (iii) which is further defined in 720 ILCS 570/102(y);
   e. Any drug paraphernalia (as defined in 720 ILCS 600/2(d));
   f. Any anabolic steroid (as defined in 720 ILCS 570/102(c-1)) unless possessed or used pursuant to a prescription from a duly licensed physician or prescriber;
   g. Any performance-enhancing substance on the Illinois High School Association’s most current banned substance list;
h. Any compound, liquid, or chemical, regardless of whether it contains an illegal substance, that: (i) is ingested, inhaled, or used for the purpose of inducing a condition of intoxication, stupefaction, depression, giddiness, paralysis, or irrational behavior or in any manner distorting, or disturbing the auditory, visual, or mental process; or (ii) is further defined in 720 ILCS 600/1; and any drug, when such drug is used, possessed, distributed, purchased, or sold in a manner inconsistent with the prescription and/or the prescribed purpose.

2. The term “use” is defined as having consumed, exhibited any evidence of consumption, or participated in a plan to consume regardless of taking place within the Jurisdiction.

3. The term “possession” is defined as having control, custody, or care, currently or in the past, of an item, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, supplies, backpack, or automobile; (c) in a school locker, desk, or other school property; or (d) at any location mentioned within the Jurisdiction.

4. The term “consideration” is defined as something bargained for, which motivates a person to do something – including, but not limited to, money, an act, a forbearance, or a return promise.

5. The term “distribution” is defined as the actual, constructive or attempted transfer of possession from one person to another without evidence of consideration. The offense of distribution is only attributable to the transferor.

6. The term “receipt” is defined as the acceptance of the actual, constructive or attempted transfer of possession from one person to another without evidence of consideration.

7. The term “sale” is defined as obtaining possession by providing consideration.

8. The term “sale” is defined as the actual, constructive or attempted transfer of possession from one person to another with evidence of consideration.

9. The term “drug” is defined as medication that has been prescribed to a specific person by a licensed physician or prescriber.

A drug or substance, with the exception of cannabis as mentioned in paragraph 1(c) above, shall not be considered an “illegal substance” when the drug or substance is prescribed by a licensed physician or prescriber provided said drug or substance is used consistent with the licensed physician or prescriber’s instructions.

11. The term “egregious conduct” includes, but is not limited to, any of the following:
   a. The distribution, use, receipt or possession of an illegal substance coupled with the threat of infliction of physical harm;
   b. The sale of an illegal substance;
   c. The purchase of an illegal substance;
   d. The distribution, receipt, use, or possession of an illegal substance coupled with any other illegal conduct or violation of any other District policy; or
   e. The distribution, receipt, use, or possession of an illegal substance coupled with conduct which endangers or has the potential to endanger the health or safety of others with or without the consent of the recipient.
   f. Violation of this policy along with that of another board policy.

Section D - Violations and Consequences
The administration is directed to take the following action regarding the use, possession, distribution, receipt, purchase, or sale of any illegal substance as defined in Section C:

1. A student’s first violation for the use, possession, receipt, or distribution of an illegal substance will result in:
   a. Suspension for up to ten (10) school days;
   b. Submission to a full substance abuse assessment from a school-designated agency and compliance with all requirements arising from such assessment, including random drug testing. The results of such testing must be negative for the presence or use of illegal substances. A failure to comply with the assessment and its requirements will result in the MDRC’s referral to the Board of Education for consideration of expulsion.

2. A student’s second violation for the use, possession, receipt or distribution of an illegal substance will result in:
   a. Suspension for up to ten (10) school days;
   b. Referral by the MDRC to the Board of Education for consideration for expulsion;
   c. If mutually agreed upon by the Principal, Superintendent, student, and parent(s)/guardian(s) (for students under the age of 18), the completion of an Alternative Discipline Plan (ADP); and
   d. An ADP’s provisions shall include, but shall not be limited to:
      i. Counseling for the student and parent(s)/guardian(s) as developed by the principal or designee and the school-designated agency.
      ii. Submission to a full substance abuse assessment from a school-designated agency and compliance with all requirements arising from such assessment, including random testing, is required. The results of such testing must be negative for the use of illegal substances.
      iii. The parent(s)/guardian(s) and student will be required to sign any necessary releases to allow for the coordination and delivery of services related to the full substance abuse assessment. Similarly, the parent(s)/guardian(s) and student will be required to sign any necessary releases to allow for the sharing of the assessment’s information among parent(s)/ guardian(s), school officials, the provider of the assessment, and the student.
         a. In cases involving minor children, parent(s)/guardian(s), by signing the necessary releases, are waiving their rights, and their child’s rights, to the confidentiality of the assessment(s).
         b. In cases involving students who are 18 years of age or older, students, by signing the necessary releases, are waiving their rights to the confidentiality of the assessment(s) and are allowing parental/guardian access to the assessment(s) results.
c. Failure of any parent(s)/guardian(s) or student to sign any release necessary for participation in the ADP will result in an ineligibility to qualify for the ADP and will result in the MDRC’s referral to the Board of Education for consideration of expulsion.

iv. The cost of the counseling, assessment, treatment plans, and testing affiliated with the assessment(s) will be the responsibility of the student or parent(s)/guardian(s).

v. Loss of privileges during the suspension and for a probationary period beginning upon completion of the suspension:
   a. Loss of open lunch for one calendar year;
   b. Loss of driving privileges for 18 weeks;
   c. Restricted study hall in lieu of unscheduled time for 18 weeks;
   d. Loss of participation in extracurricular activities as prescribed by the Glenbrook Code of Conduct; and
   e. Loss of attendance at school sponsored events or activities that are in addition to the student’s participation in extracurricular activities for 18 weeks.

vi. A re-entry meeting with the principal or designee upon completion of the ADP to review academic progress and to review the need for additional transition services may be necessary.

vii. Failure to accept or comply with any terms of the ADP will result in the MDRC recomining to consider additional sanctions that may include referral to the Board of Education for consideration of expulsion.

In situations of egregious conduct, superintendent or designee shall refer the matter directly to the School Board for consideration of sanctions, including expulsion. A violation under this policy may also constitute a violation under Policy 8410: Disciplinary Action Relative to Student Misconduct.

3. A student’s third and any subsequent violation for the use, possession, or distribution, of an illegal substance(s) will result in referral by the MDRC to the Board of Education for consideration for expulsion.

Section E - Procedures and Interventions

1. The Administration is authorized by the Board to develop intervention procedures and procedures for administering penalties for any violation of this policy in accordance with the procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.

2. The Administration will advise the Board each time an Alternative Discipline Plan (“ADP”) has been commenced for a student, including providing (i) a description of the violations and circumstances for which the ADP was prescribed; (ii) a description of the terms of the ADP, and (iii) a copy of the ADP agreement entered into by the student, parents and the District.

Section F - Enumeration of Offenses

Offenses shall be cumulative over the student’s high school years.

Section G - Substance Abuse Education

The Board of Education directs and authorizes the Superintendent or designee to develop programs of education on the subject of illegal substance possession and use to establish procedures for their implementation.

Section H - Reporting of Substance Abuse

Employees of the District who have reasonable suspicion or who witness an act they believe to be a violation of this policy on school premises or off school premises, or at school-sponsored or school-connected events shall immediately report the incident with the name of each student involved to the dean of students.

Section I - Cooperation with Law Enforcement Agencies

The staff and administration are directed to communicate and cooperate with law enforcement agencies in matters relating to a violation of this policy in accordance with Reciprocal Reporting Agreements approved by the Board and the respective Villages.

E. WEAPONS POSSESSION (Board Policy 8450)

Section A - Introduction

It is the policy of the Board of Education to provide a safe environment for the students and staff. To that end, any student who has been determined to be in possession of a weapon shall be recommended for expulsion by the MDRC and building administration.

Section B - Jurisdiction

The provisions of this policy shall be in force:

1. In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; (collectively, the “Jurisdiction”); and

2. On means of school-supplied or sanctioned transportation to or from any of the above; and

3. With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety within the Jurisdiction, or is disruptive to the educational environment.

In addition to the above Jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as interscholastic athletic, drama, fine arts, and other competitions or who participate in clubs and activities are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section C - Possession of a Weapon

For the purposes of this policy a student in possession of a weapon includes any student who is:

1. Determined to have possessed a weapon within the Jurisdiction; or

2. Determined to be or have been in possession of a weapon within the Jurisdiction; or

3. Determined to be or have been in possession of a weapon which was brought within the Jurisdiction by another student, which weapon was given or possessed by the student to be expelled.

Section D - Definition of a Weapon

The term “weapon” means possession, use, control or transfer of:

1. Any gun, rifle, shotgun, firearm, or weapon as defined by Section 921 of Title 18, United States Code; Firearm as defined in Section 1.1 of the Firearm Owners Identification Act [430 ILCS 65/1.1]; or use of a weapon as defined in Section 24-1 of the Criminal Code [720 ILCS 5/24-1]; or

2. Knives, brass knuckles, or billy clubs; or

3. Any other object possessed, used, or threatened to be used to cause bodily harm, or modified in a manner which is peculiar for use in causing bodily harm; or

4. “Look-alikes” of any weapon as defined in this section.

5. Objects such as automobiles, baseball bats, pipes, bottles, locks, sticks, pencils, pens, needles, pins, ice picks or other pointed or blunt objects for purposes of this section if used, intended or attempted to be used, or threatened to be used to cause bodily harm.

Section E - Violations

A student who is determined to have violated this policy shall be referred to the School Board for consideration for expulsion for a period of not less than one year. The expulsion requirement may be modified by the superintendent, and the superintendent’s determination may be modified by the Board on a case-by-case basis as outlined in 105 ILCS 5/10-22.6.d-2. Expulsion or suspension shall be construed in a manner consistent with the federal Individuals With Disabilities Education Act [20 U.S.C. Section 1400 et seq.].

Violations of this policy will be referred to the Major Disciplinary Review Committee for disposition as a Category I offense in accordance with Procedures for Board Policy 8410: Disciplinary Action Relative to Student Misconduct.
F. STUDENT ATTENDANCE (Board Policy 8420)

Section A - Introduction
In accordance with the requirements of The School Code of Illinois and in recognition of the responsibilities imposed upon parents/legal guardians therein, it is the policy of the Board of Education of District #225 that students shall attend school on a regular basis and be on time for classes. Student attendance in class is not optional; it is a requirement of every class unless specifically otherwise authorized. The Board believes that regular class attendance fosters successful academic performance and development of punctuality, self-discipline, and responsibility. A substantial failure to attend classes seriously prejudices the entire educational program and creates problems for the teacher and other students in the classroom, in addition to the offending student. The Board further believes that the school administration and staff have a duty to rigorously and consistently enforce school regulations dealing with class attendance and punctuality. Those regulations shall require that all student absences shall be verified by telephone by the student's parent(s) or legal guardian(s). Excessive absences that are non-school related may require further documentation as reasonably requested by the school.

Section B - Classification of Student Absences
Student absences from class shall be classified as follows:

1. Excused Absence
   Reasons for an excused absence shall include:
   a. Illness of the student,
   b. death in the family,
   c. religious holidays,
   d. participation in election day activities,
   e. school-sponsored activities,
   f. medical appointments,
   g. family emergencies,
   h. and Learning Adjustment Center (LAC) placement. (The LAC is an in-school placement used for attendance violations and other offenses as determined by the Dean of Students or designee.)
   An excused absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student's make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student’s grade.

2. Explained Absence
   Other parent/legal guardian-approved absences, such as vacations, and college visits and interviews shall be considered by the Dean of Students or designee for approval as an explained absence if the request is made by the parent(s)/legal guardian(s) prior to the absence. An explained absence shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student’s make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student’s grade.

3. Unexcused Absence
   "Unexcused absence," as used in this policy, shall refer to any unauthorized absence from any class, study hall, or activity required by the school.

4. Tardy (Late to Class)
   "Tardy," as used in this policy, shall refer to any unexcused absence of a student during the first 5 minutes of a class, study hall, or other scheduled assignments. Students who are more than 5 minutes late shall be considered "absent" from that class period unless otherwise excused by the teacher or supervisor of the scheduled assignment.

Section C - LAC/Suspensions
Students who are assigned to the LAC or suspended out of school are expected to complete missed work and will receive credit for work made up. A suspension shall enable a student to receive credit for work which is made up. The teacher shall make a reasonable effort to assist the student to complete the student’s make-up assignments. Alternative assignments may be substituted by the teacher, however, when it is determined by the teacher that the assigned classwork cannot be replicated, the value of the work will not be counted in determining the student’s grade.

Section D - Flagrant and Repeated Violations
The Principal is authorized to recommend an alternate educational placement for a student who fails to adjust to the day school by failing to retain at least five classes on the student's schedule. The Principal is also authorized to approve a student’s continuing enrollment in the day school, even though the student may be enrolled in less than five regular classes.

Section E - Exceptions
Either the Principal or Dean of Students is authorized to make reasonable and prudent exceptions to the foregoing student attendance policies.

Section F - Instructional Staff Responsibilities for Student Attendance
The instructional staff of each department, under the leadership of the instructional supervisor, is directed to develop instructional strategies which shall encourage student attendance and promptness. Teachers shall be required to maintain an accurate daily register of student attendance. Effective administration and management of student attendance regulations shall be considered one of the factors in the evaluation of members of the instructional staff.

Section G - Procedures
The Superintendent, in consultation with the Superintendent's staff, shall set forth the rules and procedures governing the administration of this policy. Further, the staff shall ensure that an electronic version of the policies and procedures of this section are available on the website, and a paper copy distributed to all parent(s)/legal guardian(s), students, and staff members on an annual basis.

STUDENT ATTENDANCE (Board Procedures 8420)

Section A - Introduction
The Superintendent, in consultation with his staff, is authorized to develop procedures to govern the administration of the Board policy on student attendance. These procedures are indicated below and are to be followed by all staff members in all cases involving student truancy (unexcused absence) or excessive excused/explained absences that are non-school related.

Section B - Parent/Legal Guardian Responsibility
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.”

Section C - Unexcused Absences
1. First Offense - On the first unexcused absence, the following procedure shall be followed:
   a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and the associated consequences.
   b. The teacher shall talk to the student to emphasize the importance of class attendance and to explain the provisions of the board policy on attendance.

2. Second Offense - On the second unexcused absence, the following procedure shall be followed:
   a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean.
   b. The Dean of Students or designee shall:
      i. assign the student to the Learning Adjustment Center (LAC) for two days or one day of Saturday detention or impose another appropriate disciplinary action. Students who are assigned to the LAC are expected to complete missed work and when completed will receive credit for that day’s work.
      ii. notify the student and the student’s parent(s)/legal guardian(s) of the Dean of Students or designee’s action. The parent(s)/legal guardian(s) shall be informed of the action by telephone and either by letter or email when email address has been provided by the parent(s)/legal guardian(s).
      iii. notify the student’s teachers if the student’s assignment is to the LAC and obtain LAC assignments.
      iv. notify student’s counselor of the action taken by the Dean of Students or designee.
3. Third and Subsequent Offenses - On the third unexcused absence or any subsequent unexcused absences, the following procedure shall be followed:
   a. The parent(s)/legal guardian(s) will be contacted by the school notifying them of the unexcused absence and to inform them of the forthcoming meeting between the student and his or her dean that will define consequences of the unexcused absence.
   b. The Dean of Students shall:
      i. assign appropriate consequences that may include removal of the student from the class register, assign the student a withdrawn–failing (WF) grade for the course, and assign the student to a restricted study hall. A team consisting of representation from the Dean’s Office and the Student Services Department may determine additional interventions.
      ii. notify the student and the parent(s)/legal guardian(s) of the action taken by the Dean of Students or designee.
      iii. notify the principal if the removal of the student from the class has resulted in the student being enrolled in less than five classes.
   c. If the removal of the student from the class has resulted in the student being enrolled in less than 5 classes, then:
      i. The Principal may recommend to the Superintendent that the student be assigned to an appropriate alternative educational placement.
      ii. The Superintendent shall review the recommendation of the Principal and determine the appropriate placement.

Section D - Tardy

1. After each occurrence of three unexcused tardies, notification shall be made to the parent(s)/legal guardian(s) by the teacher via telephone, departmental letter, or email (when email address has been provided by the parent(s)/legal guardian(s), and the student shall be given a detention of 30 minutes in length or other similar discipline.

2. With the accumulation of the ninth tardy, the Office of the Dean of Students shall be notified. The Dean of Students or designee will hold a conference with the student and the parent(s)/legal guardian(s) in which the student shall be given the option of the student attending a Saturday detention for six hours or dropping the class with a “WF” grade and being assigned to a restricted study hall for the balance of the semester. If the parent(s)/legal guardian(s) are unable to attend, they will be contacted and informed of the action taken by the Dean of Students or designee.

3. In the event the student elects to attend the Saturday detention, the student and parent(s)/legal guardian(s) shall be informed by the Dean of Students or designee that three additional tardies or failure to serve Saturday detention shall be grounds for removal from class with a “WF” grade for the semester and assignment to restricted study hall for the balance of the semester.

4. The parent(s)/legal guardian(s) and student shall be informed of the school’s action by telephone and letter.

Section E - Intervention

Excessive Class Absences - In instances of excessive excused/explained class absences that are non-school related a team consisting of representatives from the Dean’s Office and the Student Services Department will determine when it is appropriate to invoke the following intervention(s):

1. First Intervention - The number of classes constituting a first circumstance requiring intervention will be five (5) classes in a semester. A letter will be sent home to the parent(s)/legal guardian(s) expressing concern regarding the number of excused/explained class absences that are non-school related and indicating further excused/explained class absences that are non-school related may require documentation evidencing good cause of the absence(s) or a doctor’s note.

2. Second Intervention - Seven (7) classes missed in a semester constitutes a second circumstance requiring intervention. A phone call from the Dean’s Office and a registered letter will notify the parent(s)/legal guardian(s) that further class absence will be unexcused until documentation evidencing good cause of the absence(s) or a doctor’s note is provided.

Section F - Records

The Dean of Students shall keep appropriate records of student truancy for reporting purposes.

G. HARASSMENT – STUDENTS (Board Policy 8470)

Harassment questions or concerns should be directed to:
Mr. Jeffrey Rylander, 847-486-4631 or Dr. Lara Cummings, 847-486-4550.

Section A - Introduction

It is the policy of the Board of Education of District 225 to foster an environment which maximizes student learning and employee performance, and a climate of civility among students and employees of the district. Harassment by any student or employee of any other student or employee for whatever reason is inimical to the environment and climate desired by the Board and therefore will not be permitted.

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. The district will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects material benefits of employment or education, that interferes with a student or employee’s educational or work performance, that denigrates the reputation of the individual or school district, or that creates an intimidating, hostile, or offensive educational or work environment.

Section B - Jurisdiction

The provisions of this policy shall be in force:

1. In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and

2. On means of school-supplied or sanctioned transportation to or from any of the above; and

3. With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as inter-scholastic athletic, drama, fine arts and other competitions or who participate in clubs and activities are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section C - Definition of Harassment

Harassment is defined as any unwelcome and personally offensive conduct (including, but not limited to, advances, gestures, or words of a sexual, intimidating, or threatening nature) which:

1. Unreasonably interferes with an individual’s work or performance;

2. Creates an intimidating, hostile, or offensive work/school environment;

3. Implies that submission to such conduct is made an explicit or implicit term of employment; or

4. Implies that submission to, or rejection of, such conduct will be used as a basis for decision-making affecting the individual.

Examples of prohibited conduct include, but are not limited to, name calling, using derogatory slurs, wearing or possessing items depicting or implying hatred, ridicule, or prejudice of one of the characteristics or protected classes stated in Section A.

Examples of sexual harassment include, but are not limited to, unwelcome, or unpermitted touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, demands or requests for sexual favors, spreading rumors related to a person’s alleged sexual activities, and subjecting individuals to embarrassment, hostility, humiliation, or intimidation because of their gender.
Section D - Complaint Procedure
1. The superintendent is directed to develop and implement complaint procedures consistent with this policy.
2. Any student who alleges harassment by a student or employee, or any third person with knowledge of conduct which may constitute harassment, should report the alleged harassment promptly to the building or district complaint coordinators designated by the superintendent as set forth in the procedures of this policy.

Section E - Education and Information Program
1. The superintendent is directed to develop and implement an education and information program for all students and employees which shall be intended to familiarize students and employees with the contents of this policy and the prevention of harassment within the district.
2. As part of the education and information program, the subject of harassment and its prevention shall be included in the curriculum of the district's required health education course.
3. The superintendent is directed to publish this policy in the district's policy manual and student and employee handbooks. The publication shall include the names of the designated school and district harassment complaint coordinators.

Section F - Disciplinary Action
1. A student who violates the terms of this policy shall be considered guilty of gross disobedience or misconduct and shall be subject to disciplinary action in accordance with the procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct. Disciplinary action may include, but is not limited to, suspension from school, and in those instances of repeated or flagrant gross disobedience or misconduct, expulsion from school.
2. The superintendent shall be informed by the building and district complaint coordinators of any activity which may constitute criminal conduct, and if the superintendent concurs that such conduct may constitute criminal conduct, the superintendent shall report that conduct to the appropriate law enforcement authorities.

Section G - Responsibilities of District Employees
All district employees who receive complaints of harassment from students or staff members are required to notify the building complaint coordinator regarding such complaints.

Section H - Miscellaneous
1. False Reports. Any individual who makes a report of alleged harassment which is later found upon investigation to be completely lacking credible evidence, shall be subject to disciplinary measures under the provisions of this policy.
2. Confidentiality. The rights of confidentiality of both the complainant and the respondent shall be respected consistent with the district’s legal obligations, with the necessity to investigate allegations, and to take corrective action. In all cases, however, only those individuals who have a “need to know” shall be provided only that information required by the investigation and corrective action, or required by the individual’s professional responsibilities.
4. Status of Complainant. Filing of a harassment complaint, except in those complaints found upon investigation to be completely lacking credible evidence, shall not adversely affect the employment status of an employee filing the complaint, or the student status of a student filing a complaint.

HARASSMENT – STUDENTS (Board Procedures 8470)

Section A - Introduction
It is the policy of the Board of Education of District 225 to prohibit harassment of any student for whatever reason. The Board has directed the superintendent to develop implementation procedures consistent with the Board's policy, which will be included in the student/parent handbooks. The procedures are outlined below.

Section B - Harassment Complaint Coordinators
1. Each school principal shall appoint two school harassment complaint coordinators, one of each sex. The school principals shall notify all employees, parents, and students of the names of the school harassment complaint coordinators.
2. The superintendent shall appoint two district harassment complaint coordinators, one of each sex. The superintendent shall notify all employees, parents, and students of the district of the names of the district harassment complaint coordinators.
3. At the superintendent’s discretion, an independent harassment complaint coordinator may be appointed on an “as needed” basis, having jurisdiction as designated by the superintendent.

Section C - Complaint Procedures
Level 1 - Initial Complaints
1. Any student who alleges harassment, or any third person with knowledge of conduct which may constitute harassment, should report the alleged harassment promptly to one of the harassment complaint coordinators or an administrator at the building where the alleged harassment occurs. However, complainants may report an incident to any complaint coordinator or to any district administrator. As a general rule, complaints involving harassment among students will be referred by the complaint coordinator to Dean’s Office personnel, and complaints involving harassment between a student and an employee will be referred to the building complaint coordinator.
2. The complaint coordinator or dean will require that the complaint be placed in writing. If the report is presented orally, the complaint coordinator or dean shall prepare a written report based on the complainant’s oral report, which shall be signed by the complainant. A report alleging harassment should contain the following elements:
   a. Names of individuals involved in the incident(s) including the names of any witnesses.
   b. Date, time, and location of the incident.
   c. A description of the incident.
   d. Submission date of the incident report.
3. If a dean receives the complaint, a copy will be forwarded to the building complaint coordinator.
4. The complaint coordinator or dean will attempt to resolve the complaint without resorting to the Level 2 procedures. The resolution of student complaints may include the use of peer mediation, discussion, investigation, referral to guidance counselors, social workers, police liaison officer, parents and/or community agencies. Prior to the final resolution of the complaint, the dean and the building complaint coordinator will confer regarding the proposed resolution.
5. A complaint will only be deemed resolved if both complainant and respondent have signed a statement to the effect that the complaint has been resolved to their respective satisfactions.
6. If the complaint is resolved, a written summary of the resolution will be created and maintained by the building complaint coordinator. If handled by the dean, a copy will be forwarded to the building complaint coordinator.
Level 2 -- Unresolved Complaints

1. The Dean’s Office shall refer unresolved student complaints to a building coordinator. For unresolved Level 1 complaints, the complaint coordinator shall promptly begin a formal investigation to determine the validity and severity of the allegations. The complaint coordinator shall interview the individual filing the complaint, the individual being accused of harassment, and may interview other individuals having knowledge of the alleged harassment. The complaint coordinator shall keep written notes of the interviews.

2. As part of the investigation process, the complaint coordinator may consult with other members of the faculty or staff (to the extent that they may have relevant information), including the dean of students, the principal, the Director of Human Resources, the superintendent, and the school board attorney, as necessitated by the circumstances or severity of the allegations.

3. The complaint coordinator shall attempt to complete the investigation and inform the complainant of the coordinator’s findings and recommendations for resolution within ten working days of receipt of the complaint.

4. The complaint coordinator shall provide a written response to the complainant of the disposition of the case and forward a copy to the district coordinator. A copy of same will be forwarded to the superintendent.

Section D - Appeal to a District Harassment Complaint Coordinator

1. If the complainant and/or respondent is not satisfied with the district’s complaint coordinator’s decision, or if the coordinator fails to provide the complainant and respondent with a written decision within time limits specified in Section D above, the complaint coordinator may file a written appeal to the district’s complaint coordinator designated by the superintendent.

2. The complaint coordinator conducting the appeal shall conduct a hearing within ten working days after receipt of the notice of appeal at which time the complainant and respondent shall be given an opportunity to present testimony and documents relevant to the complaint. Detailed minutes of the hearing shall be maintained. The district complaint coordinator or independent complaint coordinator, if appointed, shall provide a written response to the complainant and respondent within fifteen working days following the completion of the hearing. The Board of Education shall be provided a copy of the written response and relevant supporting documentation.

3. The Board of Education may, at its discretion, bypass the complaint coordinator’s appeal hearing and have the appeal brought directly to the Board or its appointed hearing officer for a hearing.

4. Upon a hearing, the Board of Education shall take such action as it deems appropriate.

Section E - Appeal to Board of Education

1. If the complainant or respondent is not satisfied with the district complaint coordinator’s decision, or if the coordinator fails to provide the complainant and respondent with a written decision within time limits specified in Section D above, the complainant or respondent may file a written appeal with the Board of Education.

2. The complainant or respondent must file a written appeal within ten working days of the receipt of the district complaint coordinator’s or independent complaint coordinator’s decision.

3. The Board may, at its discretion, convene a hearing to hear testimony regarding the complaint, or appoint a hearing officer to so act.

4. Within thirty working days of the filing of the appeal, or, in the case of a hearing officer, thirty working days from the receipt of the report, the Board shall provide the complainant and respondent with a written decision.

5. Upon a hearing, the Board of Education shall take such action as it deems appropriate.

Section F - Appeal to the Superintendent to the Educational Service Region

If the complainant is a student and the complainant or respondent is not satisfied with the final disposition of the complaint by the Board of Education, or if the Board fails to issue a timely decision, the complainant or respondent may appeal the decision to the superintendent of the Educational Service Region pursuant to Section 3-10 of the School Code. (105 ILCS 5/3-10)

Section G - Appeal to the State Superintendent of Education

If the complaint is a student and the complainant or respondent is not satisfied with the disposition of the complaint by the superintendent of the Educational Service Region, the complainant or respondent may appeal the decision to the state superintendent of education pursuant to Section 2-3.8 of the School Code. (105 ILCS 5/2-3.8)

Section H - Miscellaneous

Nothing in these procedures are intended to deny the right of any individual to pursue other avenues of relief as may be provided for in various state and federal statutes regarding harassment.

Section I - Harassment Complaint Coordinators and Dean’s Office Personnel

The school administration will publish the names and office phone numbers of the designated harassment complaint coordinators and the Dean’s office personnel at start of each school year. These names will be published in the Student/Parent Handbook and posted for access by students and employees.

H. HAZING, BULLYING OR AGGRESSIVE BEHAVIOR

(Board Policy 8480)

Section A - Introduction

It is the policy of the Board of Education to foster an environment which maximizes student learning and employee performance, and a climate of civility among students and employees of the district. The Board recognizes that there are certain behaviors and types of conduct that, if tolerated, would have a significant negative impact upon the learning environment and to complete effective teaching and learning. These behaviors, characterized as haz ing, bullying, or aggressive behavior, will not be tolerated.

Section B - Jurisdiction

The provisions of this policy shall be in force:

1. In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or District property (including but not limited to, school buildings and lands, District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, school-sponsored travel at other venues; and

2. On means of school-supplied or sanctioned transportation to or from any of the above; and

3. With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (i.e. impact or connection) to the school, safety at school, or is disruptive to the educational environment.

In addition to the above jurisdiction, the administration is authorized to establish a Code of Conduct that imposes progressive loss of privileges by reason of any conduct by a student in violation of these policies wherever the conduct or event occurs. Students who participate in extracurricular activities such as interscholastic athletic, drama, fine arts and other competitions or who participate in clubs and activities are representatives of our schools, and as such are expected to conform their behavior to these policies as a condition to continued enjoyment of these privileges.

Section C - Definitions

1. Haz ing shall be defined as:
   a. Any form of initiation and/or right of passage, whereby the perpetrator(s) applies physical, psychological, emotional, and/or mental threats or actions against another, customarily in an initiation setting, which often self perpetuates. The intent of such behavior is to aggrandize the perpetrator(s) within a vertical authoritarian hierarchy, and to degrade, humiliate, harass, harm, or intimidate the recipient; or
   b. When any student is subjected to verbal or physical harassment, mental or physical discomfort, intimidation, embarrassment, ridicule, bullying, or demeaning activity by any individual, student or staff member, or by a group of students.

2. Bullying shall be defined as:
   When one or more individuals inflict physical, verbal, or emotional abuse on another individual or individuals, including, but not limited to: physical violence and attacks; verbal taunts, name calling and putdowns; threats and intimidation; extortion or unpermitted taking of money or possessions; ostracization and exclusion from the peer group.
I. ACADEMIC DISHONESTY (Board Policy 8440)

Section A - Introduction
The Board of Education of District 225 believes that academic dishonesty by students degrades character and reputation and impedes individual learning.

Section B - Staff Responsibility
The Board of Education believes that the staff has a professional obligation to encourage honesty, to instruct students in the distinction between honest and dishonest work, to create conditions which hinder attempts to cheat, to utilize instructional strategies which encourage honesty, and to penalize dishonest behavior.

Section C - Penalties
Students found guilty of cheating may receive a failing grade for the quiz, test project, laboratory report, or paper; or may be given a failing grade for the course for the grading period or for the entire semester. Students found guilty of cheating may be denied or lose academic honors or privileges attendant thereto. Cases involving flagrant violations of this policy may be referred to the Major Disciplinary Review Committee for disposition and handled in accordance with the Procedures for Policy 8410: Student Misconduct and Disciplinary Action.

Section D - Implementation
The Board of Education directs the superintendent and staff to develop and implement procedures intended to achieve the aims of this policy.

ACADEMIC DISHONESTY (Board Procedures 8440)

Section A - Introduction
The Board of Education has directed the staff to instruct students in the distinction between honest and dishonest work, to encourage honest work, and to penalize dishonest behavior. The following procedures are intended to accomplish these aims.

Section B - Definition of Academic Dishonesty
Academic dishonesty includes such infractions as:

1. Obtaining a copy of tests 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 answers 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 prepare 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 another 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 material, including but not limited to electronic or print media, without crediting the source.
13. Any other action intended to obtain credit for work not one's own.

Section C - Informing Students and Parents About the Academic Dishonesty Policy and Procedures

1. The principals will include a copy of the Academic Dishonesty Policy and Procedures in the Student Handbook and in the Faculty Handbook.
2. Thereafter, within ten days of the start of the school year, the principals will have Appendix A of these procedures read to each student enrolled in their schools.

Section D - Administering Policy Infractions

1. Teachers who discover an act of dishonesty by one of their students will:
   a. Inform their instructional supervisor of the nature of the infraction.
   b. Assign the student a failing grade for the assignment involved in the infraction.
   c. Inform the student of the penalty for the infraction, the seriousness of the offense, the potential consequences of future infractions, and the procedures for appealing the penalty.
   d. Complete a Referral Form and distribute copies of the form to the student, the student's parents, the student's counselor, and the dean of students.
   e. Telephone the student's parents and inform them of the infraction, the penalty, and the appeals procedure (the telephone call may be made by the instructional supervisor).

2. In those cases involving flagrant or repeated offenses, including revocation of privileges under the Code of Conduct, the teacher will complete a Referral Form and will submit the form, through the teacher's instructional supervisor, to the office of the dean of students. The Referral Form will include a recommended penalty. The dean will review the incident and make a decision concerning the alleged infraction. If the charges are found to be valid, the dean will:
   a. Assign the student one or more of the following penalties:
      i. A failing grade for the assignment.
      ii. A failing grade for the grading period.
      iii. A failing grade for the semester.
      iv. Removal of academic honors and privileges.
      v. In some cases of flagrant or continuing infractions, the Dean may recommend the case to the Multi-Disciplinary Review Committee for disposition in accordance with the Procedures of Policy 8410: Disciplinary Action Relative to Student Misconduct.
   b. Notify the teacher, instructional supervisor, student, the student's counselor, and the student's parents of the infraction, the penalty, and the procedures for appealing the penalty. The dean will also arrange for a conference with the student and the student's parents to apprise them of the seriousness of the offense and the potential consequences of future infractions.
   c. If the infraction is discovered by a staff member other than the student's teacher, that staff member will inform the student's teacher of the nature of the infraction. The student's teacher will follow the procedure described in Section D of these Procedures.

Section E - Appeal Procedures

1. Should the parents or the student desire to appeal a decision by the student's teacher, they must submit to the dean of students a request in writing within three school days following the receipt of notice of the teacher's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
2. Should the parents or the student desire to appeal a decision by the dean of students, they must submit to the chairman of the Academic Dishonesty Hearing Committee a request in writing within three school days following the receipt of notice of the dean's decision. The appeal may contain a request to the principal to suspend the penalty pending the resolution of the appeal.
3. An Academic Dishonesty Hearing Committee will be appointed by the principal and will consist of one student, one teacher, and one associate principal, who will chair the committee. Committee members will be appointed at the start of each school year and will serve for one school year.
4. The Committee will call upon the teacher, the instructional supervisor, or the dean to present the incident. The student will be called to explain his/her side of the incident and to answer questions of the Hearing Committee. The parents will be encouraged to attend the hearing. After all facts have been reviewed by the Committee, the Committee will meet in executive session to determine the disposition of the case. The Committee's decision will be communicated to the student, parents, instructional supervisor, the principal, and the teacher by the Committee chairman.

5. Should the parents or the student desire to appeal a decision by the Hearing Committee to the Board of Education, the parents or student must submit to the superintendent a request in writing within three school days following the receipt of notice of the Committee's decision.

J. PURPOSE AND USE OF TECHNOLOGY AND NETWORK RESOURCES (Board Policy 7220)

Section A – Introduction

It shall be the policy of the Board of Education of District 225 to encourage and facilitate communication and the exchange of ideas and information in pursuit of the district's curricular, instructional, technical, research, articulation and safety goals. The district also supports the use of technology as a tool for the efficient and effective management of the district's resources and affairs. Except for Section H – Children's Internet Protection Act (CIPA) Compliance, the provisions of this Policy shall apply to the use of technology by District employees or by students, whether provided by the District or self-provided (including hardware, software, and Internet access), in a Glenbrook school building, on school grounds, and at or in relation to a school-sponsored activity at any location in any manner that would otherwise violate this Policy.

Section B – Purpose of the District's Technology and Network Resources

Glenbrook High School technology and network resources are for the use of authorized Glenbrook employees (including certain designated independent contractors and consultants), students and affiliated organizations. District technology devices and the network, including any non-Glenbrook technology device, computer or network resource to which Glenbrook may be attached (e.g. Internet), are intended to provide authorized users with appropriate equipment and software to accomplish their district-authorized missions and to provide access to both local and worldwide electronic resources. District technology and network resources and systems are intended for academic and administrative purposes only, as more fully described in Section C below. The systems are not intended to be used for non-academic or non-administrative functions, or for personal or recreational use, which include, but shall not be limited to, illegal, commercial, political, religious or entertainment purposes, as more fully described in Section D below.

Section C – Acceptable Uses of Technology and Network Resources

Acceptable uses of technology and network resources include, but are not necessarily limited to, the following:

1. Curricular, instructional, co-curricular, and school-related extra-curricular activities or in support of such activities,
2. Research consistent with the goals and purposes of the district,
3. Communication among students, faculty, staff, and the local and global communities for academic or administrative purposes,
4. Development and implementation of curriculum,
5. Professional development of staff members,
6. Administrative or managerial record keeping, data access or research.

Section D – Unacceptable Uses of Technology and Network Resources

Unacceptable uses of technology and network resources include, but are not necessarily limited to, the following. Users may not:

1. Participate in, promote or facilitate any activity which is in violation of U.S. law, State or local law or Glenbrook Board Policy, or which will result in additional unplanned or unauthorized cost to the district as a consequence of network usage.
2. Interfere with, damage, modify or gain access to, in an unauthorized manner or disrupt computer or network users, services, data or equipment.
3. Participate in the acquisition, creation, or distribution of materials that are libelous, obscene, pornographic, promote the use of violence, contain personally embarrassing or private information unrelated to any proper educational or public purpose, contain defamatory or untrue statements which may damage the reputation of any student or staff member, or contain abusive, harassing, or prejudicial content.
4. Participate in the acquisition, creation or distribution of advertising, computer "worms" or "viruses," "chain-letters," "spam" or other messages/files which could cause congestion, interference or failure of the system or any computing equipment, whether attached to the district's system or otherwise.
5. Make unauthorized entry to any computer, network, file, database, or communications device regardless of who may own, operate or supervise same and whether or not a change of data or software occurs.
6. Reveal personal account and/or password information.
7. Alter, damage or destroy any cabling, hardware, or software; or make unauthorized changes to district data.
8. Access, use or possess, distribute or disseminate unauthorized or illegally obtained hardware, software or data.
9. Engage in any activity that does not conform to the intended purposes of the network, including, but not limited to, illegal, commercial, political, religious, recreational or entertainment purposes.
10. Use technology and/or network resources or data for the purposes of academic dishonesty.

Section E – User Training

Employees and students using Glenbrook technology and network resources shall successfully complete an appropriate training program as prescribed by the District before being allowed to access the system. Depending upon the needs of the user, training may include, but shall not be limited to, login and logout procedures, access and use of various computer programs and/or network services, and instruction regarding security of accounts and passwords, copyright laws, computer ethics and network etiquette. Users are responsible for reporting any violations of this policy to an administrator. Students and their parents/guardians will be informed as the students initially enroll in the district through the Glenbrook High Schools Technology Device and Network Use Students Rights and Responsibilities form and shall agree to be bound by the purpose of the network, how it is to be used, the need for mandatory instruction and the possible ramifications of inappropriate use as set forth in this policy and other Board Policies and Procedures, and the Student/Parent Handbooks. Students and/or parents failing or refusing to agree to be bound by this policy shall be prohibited from using district hardware, software or network resources; however such students and/or parents shall remain subject to applicable Board Policies and Procedures related to the use of any non-Glenbrook and/or self-provided technology device, computer or network resource in a Glenbrook school building, on school grounds, and at or in relation to a school-sponsored activity at any location in any manner that would otherwise violate Board Policies and Procedures.

Section F – Disciplinary Action

1. Any student who is determined by the principal or designee to be in violation of this policy may have his/her network privileges suspended or canceled, or may be prohibited from possessing self-provided technology devices in school buildings, on school grounds, and at or in relation to school-sponsored activities at any location. In addition, the student may be considered guilty of gross disobedience or misconduct and subject to additional disciplinary action by the administration and/or Board of Education. Such action may include, but is not limited to, suspension and/or expulsion from school.
2. Cases involving suspected or alleged criminal acts will be referred to appropriate law enforcement agencies.
Section G – Termination of Authorized Use
The Board of Education recognizes the need for secure computing and networking facilities and authorizes the administration to terminate network/computer access when said access is no longer needed. Reasons for terminating the authorized use by an individual–student or employee--may include, but shall not be limited to the following:

1. A student is no longer enrolled at Glenbrook due to graduation, transfer to another school, dropping out of school, expulsion, death, or other reason.
2. A staff member is no longer employed at or is on leave from Glenbrook due to leave of absence, retirement, resignation, termination, death, etc.
3. Written revocation of consent by the student's parent or guardian.

K. TRAFFIC AND PARKING CONTROLS (Board Policy 5020)
The Board of Education of District 225 recognizes that the safety and welfare of its students requires an efficient and effective system to control vehicle traffic and parking on school premises. The Board shall provide and maintain adequate parking facilities for staff, visitors, and authorized student drivers. Each school will provide signs, pavement markings, and a written traffic code to govern all traffic and parking at its high school facilities.

Section A – Traffic Regulations
1. The school administration shall develop a specific written plan for signs and pavement markings to control traffic and parking.
2. Auto and bus routes and the direction of traffic flow will be clearly marked with signs and pavement markings.
3. Separate parking areas for buses and for students, staff and visitors will be clearly identified by signs and/or pavement markings.
4. Special parking areas will be reserved and clearly identified by signs for authorized members of the administration and staff whose responsibility requires frequent trips to or from the school site.
5. Written authorization for reserved parking will be issued to authorized drivers by the Dean’s Office.
6. All autos belonging to staff, administration and students must display a current parking sticker in the prescribed place on the vehicle.
7. All automobiles, buses, and other vehicles entering the Glenbrook campus are expected to abide by all traffic signs and pavement markings.

Section B – Enforcement
The Dean’s Office at each school will assume responsibility for the traffic and parking plan and will maintain a complete and accurate record of all traffic and parking violations by students, staff, and visitors. The Dean’s Office at each school is authorized to take the following actions:
1. Students
   1) First Offense - Student will be assigned deans' detention(s) or assigned to a restricted study hall.
   2) Second Offense - Student will be placed in the Learning Adjustment Center (LAC), assigned a Saturday detention, or assigned to a restricted study hall.
   3) Third Offense - Students will be subject to any or all of the following:
      a) suspension from school
      b) loss of parking privileges
      c) student’s vehicle will be towed at the violator’s expense
   4) Students who violate either parking or traffic violations more than three times will be considered flagrant violators subject to the same disciplinary action as other flagrant violators of school rules.
3. Visitors
   1) Vehicles not displaying a Glenbrook sticker will be considered to belong to a visitor. A warning ticket may be issued until ownership is established.
   2) Should investigation determine that the vehicle belongs to a staff member or student, the procedures prescribed for those violations will be followed.
   3) The Dean’s Office will maintain an updated record of all violations incurred by vehicles not displaying the Glenbrook sticker.
   4) Any vehicle parked illegally in a fire lane will be subject to all penalties, including a ticket from the local police department.

Section C – Publication
Students will be notified of the traffic and parking code through publication in the Student/Parent Handbook. Staff and visitors will be notified through appropriate notices, publications and signage.

Section D
Either the principal or dean of students is authorized to make reasonable and prudent exceptions to the foregoing traffic and parking controls policies.

L. SEARCH AND SEIZURE (Board Policy 8500)
In order to maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students
School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, parking lots, and other school property and equipment, etc.), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.
School authorities may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, or other violation of the law or the District’s policies or rules, including searches conducted through the use of specially trained dogs.

Students
School authorities may search a student and/or the student’s personal effects or property in the student’s possession, including but not limited to purses, wallets, knapsacks, book bags, lunch boxes, and electronic devices (such as personal computers, MP3 devices, tablets, and any cellular device, etc.), including a vehicle which the student brings on to school grounds, when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District’s policies or rules. The search itself must be conducted in a manner that is reasonably related in scope to the objectives of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.
When feasible, the search should be conducted as follows:
1. Outside the view of others, including students,
2. In the presence of a school administrator or adult witness, and
3. By a certified employee or liaison police officer of the same sex as the student.

Seizure of Property
If a search produces evidence that the student has violated or is violating the law or the District’s policies or rules, such evidence may be seized and impounded by school authorities or law enforcement authorities, and disciplinary action may be taken. Such evidence may be transferred to law enforcement authorities.
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 meet with 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 and 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 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 Appeal

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

AT TENDANCE

Call 847-486-4632 "24-Hours a day" to report student absences.

Attendance: Who to contact about reporting absences:

1. 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.

2. 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."

3. The Attendance Office needs a parent or guardian phone call on each day of an absence or extended period thereof.

Attendance: What to do about reporting absences:

1. 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).

2. 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.

3. Full Day Absences: The parent or guardian must call the Attendance Office on each day of an absence.

4. 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

I. Student absences from school will be classified as follows:

A. EXCUSED ABSENCE

1. 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 Adjustment Center (LAC) placement.

2. An excused absence shall enable a student to receive credit for work which is made up.

3. Excessive excused absences (as defined by the Dean’s Office) may require further verification (i.e. doctor’s note).

B. EXPLAINED ABSENCE

1. 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.

2. An explained absence shall enable a student to receive credit 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.

3. 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.

C. EXCESSIVE EXCUSED ABSENCES - Per year

1. In instances of excessive excused/explained absences that are non-school related, the following procedure will be followed:

   a. 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.

   b. 7th and final warning to be sent which may require a doctor’s note in order for the absence to be excused.

<table>
<thead>
<tr>
<th>Reason</th>
<th>Parent needs to call</th>
<th>Counts toward the 5/7</th>
<th>No count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Illness</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Medical (w/doctor’s note)</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Field Trip</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Nurse/Guidance/Admin</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Parent Request</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>College Visit</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Vacation</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Religious Holiday</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Family Emergency/Death</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>College Representative</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Homebound</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>LAC/Suspended</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Testing</td>
<td>No</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Court</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Weather</td>
<td>Yes</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

D. UNEXCUSED ABSENCE

1. 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.

2. 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

i. 1st offense = Warning and notification sent home to parents/guardians.

ii. 2nd offense = 6 hour Saturday detention assigned by Dean of Students and phone call home to parents/guardians.

iii. 3rd offense = Referral to SST, phone call home to parents/guardians, and possible removal from class with a withdraw fail.

<table>
<thead>
<tr>
<th>No. of offenses</th>
<th>Unexcused Absences (no credit given for UNX absences)</th>
<th>Tardy (per block)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Warning, no credit given</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td>2 6 hour Saturday + phone call to parent/guardian, no credit given</td>
<td>Warning</td>
<td></td>
</tr>
<tr>
<td>3 Dean determines consequence. Possible removal from course with a withdraw fail. No credit given</td>
<td>1 30 minute detention given by teacher</td>
<td></td>
</tr>
<tr>
<td>4 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 1 30 minute detention given by teacher</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9 6 hour Saturday detention OR drop from class</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 Warning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12 May drop class with a withdraw fail</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. Planned absence from school:

A. Planned absences for one or more full school days:

1. 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.

2. A prearranged absence form may be obtained from the attend-
ance window upon receiving a parental phone call explain-
ing 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.

B. Planned absences for less than one day:

1. 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.

2. Students are to return to school following all appointments
unless the school day has been completed.

3. Upon returning to school, students are to sign in immediately.

4. 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 legal
guardian will be considered truant and are subject to disciplinary
action.

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 in the test center
and after school from 3:20-3:50 in Room 300 (LAC).

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.

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.

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.

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 LAC or a 6 hour Saturday detention
  • Phone call home to parent/guardian and mail a copy of 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
    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
    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
    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
  referral and discipline home
• Referral to School Resource Officer (SRO) for enforcement of
  village ordinance
ILLEGAL SUBSTANCES & 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-prescriptive 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.

WEAPONS (refer to Board Policy 8450)

It is the policy of the Board of Education to provide a safe environment for the students and staff. To that end, any student who has been determined to be in possession of a weapon shall be referred to the School Board for consideration for expulsion for a period of not less than one year, except that the suspension period may be modified by the Board on a case-by-case basis.

Violations of this policy will be referred to the Major Disciplinary Review Committee for disposition as a Category I offense in accordance with Procedures for Board Policy 8410: Disciplinary Action Relevant to Student Misconduct.

Definition of a Weapon

- The term “weapon” means possession, use, control, or transfer of:
  - Any gun, rifle, shotgun, firearm, or weapon as defined by Section 921 of Title 18, etc. (refer to Board Policy 8450)
  - Knives, brass knuckles, or billy clubs
  - Any other object possessed, used, or attempted to be used to cause bodily harm, or modified in a manner which is peculiar for use in causing bodily harm
  - “Look-alikes” of any weapon as defined per Board Policy 8450
  - Objects such as automobiles, baseball bats, pipes, bottles, locks, sticks, pencils, pens, needles, pins, ice picks or other pointed or blunt objects intended, attempted, or threatened to be used to cause bodily harm.

Jurisdiction

- In any physical area attendant to school or District-sponsored or related activities, whether or not such area is on school or district property. This includes but is not limited to, school-sponsored performances, extracurricular activities and/or athletic events, and school sponsored travel at other venues.
- On means of school-supplied or sanctioned transportation to or from any of the above.
- With respect to activities or events at other locations, if the administration determines that the incident bears a nexus (impact or connection) to the school, safety at school, or is disruptive to the educational environment.

ELECTRONIC DEVICES

Electronic devices include, but are not limited to:

1. MP3 Devices
2. Personal Laptop Computers and Tablets
3. Mobile Internet Devices (MID’s) – iPod Touch, iPods and PDAs, etc.
4. Telecommunication Devices/Cell Phones/Smart Phones

1. General Usage

A. All devices can be used at school or school related functions, but cannot be used or worn in classrooms

B. 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.

C. 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 member.
   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.”

D. Students are prohibited from video taping or recording adult staff members at Glenbrook South without permission. Students who violate this expectation will be subject to Dean’s Office consequences.

2. Consequences for misuse of an electronic device

A. 1st offense = 3 detentions issued by dean of students
B. 2nd offense = 6 hour Saturday detention issued by dean of students
C. 3rd offense = suspension

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

3. Security Risks

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

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.
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 towards someone else and/or urging other students to engage in such conduct is prohibited.

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.

ID CARDS

An identification card is issued to all students during registration. 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 of the ID card, the student must first report to the bookstore to pay a $5.00 replacement fee and obtain a receipt for this fee. The student must then report to the Dean’s Office with their replacement receipt to obtain a replacement ID card.

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

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.

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.

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).

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.

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. See Board Policy IFAD.
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 answers 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 prepare any portion of the student’s homework, paper, project, laboratory report, 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 not one’s own.

Students who have been found cheating may expect to receive an “F” for the test/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.

OPEN LUNCH PROGRAM

Parents of juniors and seniors who desire to have their son or daughter participate in the Open Lunch Program for the first time are required to appear in person at the school to sign the release form. There will be an opportunity to sign up during registration and throughout the school year in the Office of the Dean of Students.

If a student had Open Lunch the previous year, it will not be necessary to have another release form signed by the parents. 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 are not allowed to be on the property of the Glenbrook Hospital or of local businesses or homes around the school.

Students must show their current GBS ID cards to staff to verify Open Lunch each and every time they plan to leave campus for lunch.

STUDENT RESOURCE TIME (SRT)

Sophomores, juniors and seniors will have the opportunity to utilize the Library, department resource centers, or cafeteria areas 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:

A. 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.

B. 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.

C. 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.

D. 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.

E. HALLWAYS: Students may use the benches in the hallways in the Cafeteria/Library areas.

F. 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 will pertain to students’ use of their unscheduled time:

A. 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.

B. 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.

C. WASHROOMS: The washrooms in the hallway near the West Cafeteria are available to students on unscheduled time.
GAMES

While on school grounds, the possession includes but is not limited to, use of playing cards, frisbees, skateboards, or recreational balls of any type are not allowed. 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.

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.

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.

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.

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.

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.

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.

DANCES

Only currently enrolled Glenbrook South students who can present their current school ID card will be admitted to school dances. The exception to this policy will be at Homecoming, Turnabout, or Prom when a student’s date does not have to be a currently enrolled Glenbrook South student. At Homecoming, Turnabout, or Prom, any non-Glenbrook South student in attendance will be held accountable to all school rules the same as any other student.

Students leaving the building from a dance will not be readmitted, and all students will be requested to show their ID cards to supervisory personnel when entering a dance. No students will be admitted the last half hour of a dance or after 10:00 p.m.

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 extracurricular activities. Copies of this policy are available in both the Student Activities Office and the Athletic Director’s Office.

STUDENT “DROP OFF” & “PICK-UP” LOCATIONS

Three areas have been designated as student “drop off” areas. The first is on the south side of the building, which is the main entrance, and can be accessed from Pingsten Road. Parents will be allowed to drop off students at the south location in the morning. The second is on the west side of the building, and must be accessed from East 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 may pick up students at the same locations.

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 lot as a pass through to West Lake Avenue may be ticketed by the Glenview police.

BUS TRANSPORTATION INFORMATION

1. School buses will depart from between doors “Red SS & TT” to Glenview between 3:15 p.m. and 4:00 p.m. from the bus lobby located at the north end of the English and Social Studies wing.

2. For all general inquiries regarding bus routes, payments, or other information, please call 847-486-4277.


SCHOOL BUS BEHAVIOR

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 misbehavior 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 towards 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.
HEALTH SERVICES

The Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ Office with the exception of inhalers, Epi-pens, 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 Nurses’ Office. The Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 Nurses’ 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 are able to 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.R. 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.R. 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.
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. During the year, monthly general meetings and two parent information programs are planned. Membership is $20 and includes a subscription to the student newspaper, Oracle.
Contact Lara Herbolzheimer at 847-404-1745 or lherb@me.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 fund-raising activities and purchases athletic equipment for the school. The organization is run by an executive board.
Contact John Quinn at 847-331-9565 or jvquinn26@comcast.net.

GLENBROOK SOUTH INSTRUMENTAL LEAGUE (GBSIL)
GBSIL is a 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 parent representative Michelle Cummings at 847-774-3927 or michellecummings@comcast.net.

GSO PARENT BOARD
GSO is the support group for the Glenbrook Symphony Orchestra. During the year they sponsor fund-raisers, serve as chaperones, and lend their support to all orchestra activities.
Contact Kristin Meyer at 847-486-4438 or kmeyer@glenbrook225.org or Aaron Kaplan at 847-486-4434 or akaplan@glenbrook225.org.

TITAN POM BOOSTERS
Titan Pom Boosters is the support group for the student performers of pom pon routines at athletic events, school functions, and drill team competitions.
Contact Lisa Mullaney at 708-280-0586 or sligo5@shglobal.net or Carin Appelson at 847-778-5459 or appelsonc@comcast.net.

GLENBROOK SOUTH DEBATE SOCIETY PARENT LEAGUE
The league is a support group for GBS debaters. It sponsors fund-raising events and, when debate tournaments are held at GBS, parents help by providing food and organizational skills.
Contact Jonathan Voss at 847-486-4857 or jvoss@glenbrook225.org.

GLENBROOK SPECIAL EDUCATION PARENT & STAFF ASSOCIATION
The association consists of parents with children in special education. The purpose of the group 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.

For additional parent information go to:

GLENBROOK WEBSITE
There is a wealth of information about GBS on our website. If you have a question, the answer is probably there.
Start at our district site, www.glenbrook225.org
• Online services for transportation and food service
• Calendar, News, Activities
• Board of Education Policies & Meeting Information
• Parent Information

CONNECTIONS
Connections is the GBS monthly newsletter for parents. The newsletter provides information parents need to be part of the GBS community. You will 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
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
## 2018-2019 Testing Schedule

<table>
<thead>
<tr>
<th>TEST</th>
<th>REGISTRATION</th>
<th>TEST DATE</th>
<th>REGISTRATION CLOSING DATE</th>
<th>LATE REGISTRATION CLOSING DATE</th>
<th>GBS CODE</th>
<th>TEST CENTER CODE</th>
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<tbody>
<tr>
<td>PSAT</td>
<td>For PSAT/NMSQT on October 10, register and pay fees in the bookstore. Details: GBS Website &amp; Daily Bulletin</td>
<td>October 10, 2018&lt;br&gt;April 9, 2019&lt;br&gt;April 9, 2019</td>
<td>September 24, 2018&lt;br&gt;No Registration Required&lt;br&gt;No Registration Required</td>
<td>October 5, 2018&lt;br&gt;PSAT8/9 State Mandated for all Freshmen&lt;br&gt;PSAT 10 State Mandated for all Sophomores</td>
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<td>SAT</td>
<td>Registration online at <a href="http://www.collegeboard.com">www.collegeboard.com</a></td>
<td>August 25, 2018&lt;br&gt;October 6, 2018&lt;br&gt;November 3, 2018&lt;br&gt;December 1, 2018&lt;br&gt;*March 9, 2019&lt;br&gt;April 9, 2019&lt;br&gt;May 4, 2019&lt;br&gt;*June 1, 2019</td>
<td>July 27, 2018&lt;br&gt;September 7, 2018&lt;br&gt;October 5, 2018&lt;br&gt;November 2, 2018&lt;br&gt;February 8, 2019&lt;br&gt;No Registration Required&lt;br&gt;April 5, 2019&lt;br&gt;May 3, 2019</td>
<td>August 15, 2018&lt;br&gt;September 26, 2018&lt;br&gt;October 24, 2018&lt;br&gt;November 20, 2018&lt;br&gt;February 27, 2019&lt;br&gt;No Registration Required&lt;br&gt;State Mandated for all Juniors&lt;br&gt;April 24, 2019&lt;br&gt;May 22, 2019</td>
<td>142-078</td>
<td>14-340</td>
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<td>AP</td>
<td>Register and pay AP fees in the bookstore. Details: GBS Website &amp; Daily Bulletin</td>
<td>*May 6-17, 2019</td>
<td>Students are pre-registered unless they fill out the AP Waiver Form, due February 2019.</td>
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*GBS will be a Test Center on these dates.
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. Questions about services and requests to copy special education records should be directed to the Special Education Department at Glenbrook South, 847-486-4667. Other record requests should be directed to the guidance counselors.

Information about the 23 Illinois Administrative Code may be obtained upon request from the Director of Special Education, 3801 West Lake, Suite 200, Glenview, IL 60026.

Questions regarding the above information should be directed to the guidance counselor or the Instructional Supervisor for Special Education.

TUTORING STUDENTS (Board Policy 7290)

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.

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 and explore world issues and 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.

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 welcomed.

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

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

BUSINESS PROFESSIONALS OF AMERICA
Members compete in a wide variety of business areas providing experience and professional opportunities.

CAUSE 4 PAWS
Do you like animals? This club talks pets and takes action to support animal charities and rescue organizations.

CHESS CLUB
This club develops the basic skills to play the game of chess. Fundamentals are taught to various levels from beginners to advanced chess players.

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

CIRCLE OF FRIENDS
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.

COOKING CLUB/FCCLA
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.

CURÉ 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.

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

FCCLA
Our local high school chapter of the Family, Career & 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.

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

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

HELIOS
Helios is dedicated to educating Titans about depression and anxiety, in order to eliminate the stigma associated with these common mental illnesses. We aim to shed light on mental illness, its prevention, and management strategies.

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

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-others projects.

KOREAN AMERICAN STUDENT ASSOCIATION
Join this club to learn interesting things about Korean culture.

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

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

MED CLUB
Med Club is a national student organization endorsed by ACTE which was formed to promote career opportunities in the health care industry and to enhance the delivery of quality health care to all people.
UNIDOS
Unidos is open to all students and focuses upon Hispanic culture. Students are encouraged to participate in cultural and community service projects.

UNIVERSITY OF WISCONSIN-Green Bay

Lifestyle. Activities include “Snowball,” Red Ribbon Week, and presentations at local elementary and junior high schools.

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
Outdoors Club is dedicated to getting students outside for hikes and other outdoor activities. We take day trips to nearby state parks including Starved Rock, Warren Dunes, Devil’s Lake, and much more.

PARANORMAL CLUB
Guess what I’m thinking?....Come explore celebrity ghost stories and discuss paranormal experiences.

PENCILS OF PROMISE
GBS Pencils of Promise is a service club that works in conjunction with the for-purpose organization Pencils of Promise. We 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.

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

SHAKEPEARE AND COMPANY
This group of students reads, discusses and attends the plays of William Shakespeare. Participation in the National Shakespeare Performance Competition is also encouraged.

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

SOCIETY OF WOMEN ENGINEERS
This club empowers women to succeed and advance in the field of engineering through projects and activities.

STAND
This group 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.

UNIDOS
Unidos is open to all students and focuses upon Hispanic culture. Students are encouraged to participate in cultural and community service projects.

COMMUNICATION ARTS

BROADCASTING
Broadcasting students provide video and radio programming at various school events on Comcast television Channel 26 and WGBK.

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 comradery.

SPEECH TEAM
Twelve varied speech competitions are available for the student interested in joining this team. Students in the club select one of the following speech events: dramatic or humorous, oral interpretation, verse reading, prose reading, original comedy, radio speaking, duet acting, readers theatre, extemporaneous speaking and oratory. Speech contests are held on Saturdays at various high schools.

HONORARY SOCIETIES

INTERNATIONAL THESPIAN SOCIETY
International Thespian Society recognizes the achievements of high school theatre students and helps raise awareness of the activities and success of the students.

NATIONAL ART HONORS SOCIETY
The purpose of the National Art Honors 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:
1. At least two semesters of Art with an academic standing of a B or above.
2. Art Service participation in the community.
3. Teacher recommendations from the Art Department.

NATIONAL FORENSIC LEAGUE
This organization honors excellence in oral communication. Students who excel in debate and/or individual speech events are accepted as members.

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:
1. An academic grade point average (GPA) of 3.30 or higher.
2. Participation in six or more GBS activities in at least two of four activity areas that include academic, athletic, service, and oratory. Speech contests are held on Saturdays at various high schools.
3. Participation in a service project either through a GBS-sponsored activity or outside group.
4. Sponsorship of one teacher on the faculty.
5. 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.
### 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 (Wednesday evenings) 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 of the home basketball games.

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

**SOLACE**
"Solace" is the girls’ counterpart to "Nine." They are also *a cappella* singers in demand throughout the school and community. To be eligible to audition for this ensemble, students must be enrolled in Master Singers.

**TITAN 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.

<table>
<thead>
<tr>
<th>TIME REQ.</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
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<tbody>
<tr>
<td><strong>MINIMUM TIME</strong></td>
<td>SERVICE CLUBS&lt;br&gt;Key Club, Interact, Onward House Tutoring Project</td>
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<td>1-2 Hours/Evenings or Mornings per Week</td>
<td>STUDENT GOVERNMENT&lt;br&gt;Class Board</td>
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<td><strong>AVERAGE TIME</strong></td>
<td>PERFORMING ARTS&lt;br&gt;Broadcasting (Radio), Drama Club, Glenbrook Symphony Orchestra, &lt;br&gt;Chamber Singers, Drama Club, Glenbrook Symphony Orchestra, &lt;br&gt;Spur of the Moment</td>
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<td>2-4 Hours/Evenings per Week</td>
<td>CLUBS &amp; ORGANIZATIONS&lt;br&gt;Academic Bowl, Math Team, Chess Club, Juggling Club, Peer Tutors, etc.</td>
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<td><strong>MAXIMUM TIME</strong></td>
<td>SPORTS RELATED&lt;br&gt;Girls’ Letter Club, Pep Club, Calliope, Etruscan, Oracle</td>
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<td>5+ Hours/Evenings per Week + Weekends</td>
<td>PERFORMING ARTS&lt;br&gt;Broadcasting (T.V.), Chamber Singers, Nine, Solace, Speech Team (Forensics), &lt;br&gt;Student Council, Intramurals, GBS Timers, GBS Guards, Fencing, Paddle Club, &lt;br&gt;Cheerleading, Titan Poms</td>
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- **FALL**<br>Key Club, Interact, Onward House Tutoring Project<br>Class Board<br>Broadcasting (Radio), Drama Club, Glenbrook Symphony Orchestra, Chamber Singers, Drama Club, Glenbrook Symphony Orchestra, Spur of the Moment<br>Academic Bowl, Math Team, Chess Club, Juggling Club, Peer Tutors, etc.<br>Girls’ Letter Club, Pep Club, Calliope, Etruscan, Oracle<br>Broadcasting (T.V.), Chamber Singers, Nine, Solace, Speech Team (Forensics), Student Council, Intramurals, GBS Timers, GBS Guards, Fencing, Paddle Club, Cheerleading, Titan Poms

- **WINTER**<br>Key Club, Interact, Onward House Tutoring Project<br>Class Board<br>Broadcasting (Radio), Chamber Singers, Drama Club, Glenbrook Symphony Orchestra, Spur of the Moment<br>Academic Bowl, Math Team, Chess Club, Juggling Club, Peer Tutors, etc.<br>Girls’ Letter Club, Pep Club, Calliope, Etruscan, Oracle<br>Broadcasting (T.V.), Nine, Pep Band, Solace, Speech Team (Forensics), Student Council, Intramurals, GBS Timers, GBS Guards, Fencing, Paddle Club, Cheerleading, Titan Poms

- **SPRING**<br>Key Club, Interact, Onward House Tutoring Project<br>Class Board<br>Broadcasting (Radio), Drama Club, Glenbrook Symphony Orchestra, Spur of the Moment<br>Academic Bowl, Math Team, Chess Club, Juggling Club, Peer Tutors, etc.<br>Girls’ Letter Club, Pep Club, Calliope, Etruscan, Oracle<br>Broadcasting (T.V.), Nine, Pep Band, Solace, Speech Team (Forensics), Student Council, Intramurals, GBS Timers, GBS Guards, Fencing, Paddle Club, Cheerleading, Titan Poms
SPORTS RELATED

CHEERLEADERS
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.

FENCING
Come and learn about the art of fencing. Beginners and advanced fencers are welcome to learn the techniques and strategies of competitive fencing.

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.

GBS TIMERs
Timers is a group of students that is interested in swimming and diving. They have responsibility for timing all home swim events, running the electronic timing system, recording times and announcing the meet. They are also responsible for running the diving table and computing the diving scores at all home meets.

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 girl’s athletics and the sponsorship of Turnabout.

PADDLE CLUB
Do you like racket sports? Come explore the newest one!

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

PING PONG CLUB
If you play ping pong or not, stop by and play a game.

TITAN POMs
An organization of selected students who perform pom pom routines for halftime at home varsity football and basketball games and compete in drill team competition. These girls also 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 the 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, 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 Class Officers and Representatives. The organization works to promote school culture and pride throughout the year. Major activities include Homecoming, Canned Food Drive, Holiday Week, and Spring Fling. Student Council meets Block 3A, the first Gold day of the week.

COMEDY SPORTZ
Audition for Comedy Sportz in the spring 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, variety show, and the yearly dance show.

FRESHMAN/SOPHOMORE PLAY
Freshmen and Sophomores! Put your spin on the events of the day by writing, producing, and performing your own play.

MUSICAL
Each year the drama and music departments of the North and South schools 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 no-cut 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)
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 showcases the incredible talents of students at Glenbrook South. Auditions are held in early January and four performances are given in February.

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 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).
### 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
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:

1. 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.

2. 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.
Key Provisions Regarding IHSA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA’s rules have been adopted by the high schools which are members of IHSA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association’s due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.

B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.

C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.

D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

2. Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

B. If you must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed legal guardian.

B. You attend a private/parochial high school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian.

C. You attend a private/parochial high school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian.

D. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.

B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country for the entire school term at the new school.

C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;

2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to a different public school district;

3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

4. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.

E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
Athletic Eligibility Rules—Page 2

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician’s assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician’s report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter.
C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
B. Y ou will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
C. Y ou will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
D. Y ou may not receive an “athletic scholarship” or any other special benefit from a school because you participate in athletics.
E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

9. School Team Sports Seasons

A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.
2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.

B. Violation of the sport season by-laws will result in penalty to you and/or your school’s coaching personnel.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.
D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term.
E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.
The Library is open from 7:00 a.m. to 4:30 p.m. Monday through Thursday, and until 4:15 p.m. 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. The main Library phone number is 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 flashdrives 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.

**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.

<table>
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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. 1 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
100 - Philosophy
200 - Religion
300 - Social Science
400 - Language
500 - Pure Science
600 - Applied Science
700 - Fine Arts
800 - Literature
900 - History

CLASSIFICATION CODES FOR FICTION AND BIOGRAPHY

FIC - Fiction
SC - Story Collection
GN - Graphic Novel
B - Individual Biography
CB - Collected Biography
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
FLA - World Language
GBA - Glenbrook Academy
REF - Reference Section
SSRC - Social Studies Resource Center

TITAN LEARNING CENTER (TLC)

The Titan Learning Center 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 mathematics, English, writing, reading, science, and social science. The TLC also has over 100 student tutors available for all subjects. The hours are 7:15 a.m.-4:30 p.m., Monday-Thursday and 7:15 a.m.-4:00 p.m. Friday. Students can drop in for help or make an appointment. The TLC phone number is 847-486-4287.