

PARENT AND STUDENT HANDBOOK

2025-26
SCHOOL YEAR

GLENBROOK
NORTH



HIGH SCHOOL

GLENBROOK
SOUTH



HIGH SCHOOL



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The Parent and Student Handbook is organized into Chapters and Sections.

To supplement the handbook, links to Board Policies, procedures, and forms are linked. To access a digital copy of the handbook, please navigate your web browser to glenbrook225.link/Parent-Student-Handbook.

The student handbook is only a summary of Board of Education policies governing the school district. Board of Education policies are available online. To access all policies, please navigate your web browser to glenbrook225.link/Board-Policies.

Chapter 1 - Introductory Information & General Notices

1.20 - Student Handbook Acknowledgment

At the beginning of each year, students are required to participate in an overview of expectations and acknowledge receipt of the parent and student handbook. The receipt is completed through a required form in PowerSchool. The following is the acknowledgement that students are presented:

I acknowledge receiving and/or being provided electronic access to the Parent and Student Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations. In order to help keep my school safe, I pledge to adhere to all School and School District rules, policies and procedures.

I understand that the Parent and Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and School District rules, policies and procedures.

Student Signature

Date

At the beginning of each year, parents/guardians are required to participate in an overview of expectations and acknowledge receipt of the parent and student handbook. The receipt is completed as part of the Enrollment Verification Process in PowerSchool. The following is the acknowledgement that parents/guardians are presented:

I acknowledge receiving and/or being provided electronic access to the Parent and Student Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Parent and Student Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with School and School District rules, policies and procedures.

Parent Signature

Date

1.30 - General School Information

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website, and at the Board office, located at:

District Administration Building
3801 W. Lake Avenue
Glenview, IL 60026
(847) 998-6100

The School Board governs the school district, and is elected by the community. Current School Board members are:

Ms. Sandy Muhlenbeck, President
Dr. Marcelo Sztainberg, Vice President
Mr. Jack Downing, Member
Mr. Pete Glowacki, Member
Mrs. Beth Hope, Member
Mr. Matt O'Hara, Member
Mr. Skip Shein, Member

The School Board has hired the following administrative staff to operate the school:

Dr. R.J. Gravel, Superintendent
Dr. Charles Johns, Superintendent Emeritus
Dr. Lara Cummings, Assistant Superintendent of Student Support
Mr. Ryan Bretag, Assistant Superintendent of Teaching and Learning
Mrs. Carol Smith, Executive Director of Communications
Dr. Angelica Romano, Executive Director of Human Resources
Ms. Vicki Tarver, Director of Business Services / CSBO and Treasurer
Dr. Kim Ptak, Director of Operations / CSBO
Dr. Skip Kumm, Director of Special Education
Mr. Joel Reyes, Senior Manager of Safety and Security
Mr. Ryan Manly, Senior Manager of Technology Services
Mrs. Julie Shellard, Assistant Director of Nursing Services

Glenbrook North High School

Mrs. Mandy Hughes, Principal
Mrs. Lauren Bonner, Associate Principal of Operations and Student Experiences
Mrs. Jennifer Korbar, Associate Principal of Student Support
Dr. Maria J. Vasilopoulos, Associate Principal of Teaching and Learning
Mrs. Molly Tomlinson, Assistant Principal of Athletics
Mrs. Meghan Bargar, Assistant Principal of Deans
Dr. Mike Tarjan, Assistant Principal of Student Activities
Dr. Lauren O'Malley, Assistant Principal of Student Services
Mr. Matt Purdy, Associate Athletic Director

Mr. Davone Robinson, Associate Dean
Mr. Paul Vignocchi, Associate Dean
Mr. Joseph Bruno, Instructional Supervisor of Career and Technical Education (CTE)
Dr. Anna Schultes, Instructional Supervisor of English
Mr. Chad Davidson, Instructional Supervisor of Fine Arts
Mrs. Kim Johnson, Instructional Supervisor of Mathematics
Dr. Christine Anderson, Assistant Director of Multilingual Learners
Mr. Scott Plaisier, Instructional Supervisor of Physical, Health, and Driver Education
Dr. Mary Rockrohr, Instructional Supervisor of Science
Mr. David Elbaum, Instructional Supervisor of Social Studies
Mrs. Kathy French, Instructional Supervisor for Special Education
Mr. Josh Morrel, Instructional Supervisor for World Languages
Mrs. Kathleen Ciss, LEA / Compliance Supervisor
Mr. Rob Tropple, Buildings and Grounds Manager
Mr. Jaime Cantu, Assistant Manager of Buildings and Grounds
Mr. James Stockinger, Assistant Manager of Buildings and Grounds
Ms. Zyra Uy, Instructional Assistant Manager
Ms. Kristin Wick, Assistant Manager of Safety and Security
Mr. Chris Doeblor, Assistant Manager of Technology Services

Glenbrook Off Campus

Mr. Doug Schiller, Assistant Director of Special Education
Dr. Silas Dick, LEA / Compliance Supervisor

Glenbrook South High School

Dr. Barbara Georges, Principal
Mr. Casey Wright, Associate Principal of Operations and Student Experiences
Ms. Aracely Canchola, Associate Principal of Student Support
Dr. Joyce Kim, Associate Principal of Teaching and Learning
Mr. Tom Mietus, Assistant Principal of Athletics
Mr. Ron Bean, Assistant Principal of Deans
Dr. Mark Maranto, Assistant Principal of Student Activities
Ms. Rebecca Holst, Assistant Principal of Student Services
Mrs. Courtney Middleton, Associate Athletic Director
Mr. Damien Braude, Associate Dean
Mr. Mark Knoeppel, Associate Dean
Ms. Ashly Song, Associate Dean
Mrs. Debbie Cohen, Instructional Supervisor of the Academy and Advanced Academic Programs
Ms. Dawn Hall, Instructional Supervisor of Career and Technical Education (CTE)
Mr. David Adamji, Instructional Supervisor of English
Mr. Cody Halberstadt, Instructional Supervisor of Fine Arts
Mr. Phil Gartner, Instructional Supervisor of Mathematics
Dr. Christine Anderson, Assistant Director of Multilingual Learners
Mr. Josh Stanton, Instructional Supervisor of Physical, Health, and Driver Education
Mr. Jeff Rylander, Instructional Supervisor of Science
Mrs. Jeannie Logan, Instructional Supervisor of Social Studies
Ms. Bridget Bucklin, Instructional Supervisor of Special Education

Mrs. Amanda Moritz, Instructional Supervisor of World Languages
Mrs. Amy Hague, LEA / Compliance Supervisor
Mr. J.L. Henriot, Buildings and Grounds Manager
Mr. Javier Benitez, Assistant Manager of Buildings and Grounds
Mr. Zach Serdar, Assistant Manager of Buildings and Grounds
Mr. Sean Garrison, Instructional Assistant Manager
Mr. Dan Gorski, Assistant Manager of Safety and Security
Mr. Phillip Kujawinski, Assistant Manager of Technology Services

Glenbrook Transition Services

Mrs. Stacey Wolfe, Assistant Director of Special Education
Dr. Renee Cheung, LEA / Compliance Supervisor

The school is located and may be contacted at:

Glenbrook North High School
2300 Shermer Road
Northbrook, IL 60062
(847) 272-6400

Glenbrook Off Campus
1835 S. Landwehr Road
Glenview, IL 60062
(847) 486-5700

Glenbrook South High School
4000 W. Lake Avenue
Glenview, IL 60026
(847) 729-2000

Glenbrook Transition Services
1200 Shermer Road
Northbrook, IL 60062
(847) 509-3405

School Day and Bell Schedule

All bell schedule variations are available in web and PDF format on the school website:

Glenbrook North Bell Schedules (gbn.glenbrook225.link/Schedule)

Glenbrook South Bell Schedules (gbs.glenbrook225.link/Schedule)

Students may not remain in the school building after 3:30 p.m. unless under the supervision of a 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.

District Shuttle Schedule

Students taking a class at another school during the school day have access to a shuttle bus service at specific times during the school day. Students should review the bus schedule and ensure that they arrive on time at the designated door for the scheduled departure times listed on the schedule.

Access to the district shuttle is limited to students taking classes at another campus, or traveling to the Glenbrook School Health Center.

Intercampus Bus Schedule (glenbrook225.link/shuttleschedule)

Students will not travel on days when a specific school is operating a different bell schedule (e.g., assembly schedule at GBS but not at GBN). On these days, teachers will post assignments in Google Classroom, and students can report to a designated SRT room for attendance, and then work asynchronously at their home school to complete assignments.

Students will travel on days such as late arrivals or benchmark surveys when both schools use the same adjusted schedule.

School Calendar

We provide a convenient one page calendar (glenbrook225.link/Calendar) online that highlights important dates, such as holidays, vacation days and non-attendance days. It is commonly referred to as the “Year at a Glance” calendar.

Parent Communication Guidance for Issues

Ideally, issues should be resolved between the student and teacher or appropriate staff member. If an issue arises, it should proceed through the following sequence, and reach a resolution at the earliest level. Following these steps will improve relationships among educators, students, and families. Additionally, students will grow in their ability to self-advocate.

If an issue arises inside your student’s classroom, including special education services, call or email directly the

1. Teacher or Case Manager
2. Content-Specific Instructional Supervisor
3. Associate Principal for Teaching and Learning
4. Principal
5. Assistant Superintendent of Teaching and Learning
6. Superintendent

If an issues arises regarding attendance or discipline topics, call or email directly the

1. Dean
2. Assistant Principal of Deans
3. Associate Principal of Student Support
4. Principal
5. Assistant Superintendent of Student Support
6. Superintendent

If an issue arises regarding student services (e.g., student schedule, Section 504 Plan, counseling services), call or email directly the

1. School Counselor, Psychologist, Social Worker, Nurse, and/or 504 Coordinator
2. Assistant Principal of Student Services
3. Associate Principal of Student Support
4. Principal
5. Assistant Superintendent of Student Support
6. Superintendent

If an issue arises regarding athletics, call or email directly the

1. Level Coach
2. Head Coach
3. Assistant Principal of Athletics
4. Associate Principal of Operations and Student Experiences
5. Principal
6. Director of Operations
7. Superintendent

If an issue arises regarding student activities (e.g., clubs, organizations), call or email directly the

1. Sponsor
2. Assistant Principal of Student Activities
3. Associate Principal of Operations and Student Experiences
4. Principal
5. Director of Operations
6. Superintendent

In any situation, if you feel the Superintendent cannot appropriately address your concern, you can email the Board of Education at boardofeducation@glenbrook225.org. Board Members are elected officials that are not compensated for their time. Instead, Board Members serve the public with a desire to make their community and their schools the best they can be. With that in mind, the Superintendent will be responsible for addressing any concerns emailed to the Board. In addition, the Board will be copied in on this response to the person who emailed the question.

1.31 - Student Rights and Responsibilities - Overview

The Board of Education of Glenbrook High School District 225 guarantees all students who legally attend the Glenbrook Schools certain protected rights and freedoms, subject only to the general procedures and guidelines herein provided in [Section 1.32](#).

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. This right to attend may be limited due to disciplinary measures outlined in [Section 6.35](#) of this handbook.

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 Principal. The 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.

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 balanced presentation of differing views on controversial issues are encouraged.

Pregnant Students

Students are allowed to attend regular classroom instruction until they are unable to attend school because of pregnancy. Homebound instruction will be provided to pregnant students consistent with [Board Policy 6.160, Home and Hospital Instruction](#) and the provisions set forth in the School Code.

Personal Property

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

Student Images

The school reserves the right to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form. The school also reserves the right to allow members of the press and media into the school to cover non-public events, accomplishments, and news stories; and to use images, photographs, or likenesses of students, while engaged in school activities, in electronic, video, or printed form. Unless a parent/guardian completes and submits the [Student Image Opt-Out Form \(glenbrook225.link/Image-Opt-Out\)](#) to the Assistant Principal of Students Services the school has the right to participate in publicity actions as stated above.

Reciprocal Reporting Assignment

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

1.32 - Student Rights and Responsibilities - General Guidelines Regarding Student Rights

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

1. No activity which materially or substantially interferes with appropriate student discipline on or off school premises shall be deemed protected activity.
2. No activity which materially disrupts or may disrupt normal operation of the school or provokes any substantial disorder shall be deemed protected activity.
3. No activity which invades the lawful rights of other persons shall be deemed protected activity.
4. 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.
5. 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.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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. The only exceptions are for the purpose of an approved course objective.
12. 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/her representative or school chartered organizations as being in accordance with the purposes of those organizations.

13. Any activity not school-sponsored, but which bears reasonable nexus with the school, is subject to disciplinary consequences.

1.33 - Student Rights and Responsibilities - 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/guardians. Any further violation of this policy by such student may be deemed gross disobedience subject to the discipline procedures hereinabove provided.

1.34 - Student Rights and Responsibilities - 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.

1. The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct that occurs in the jurisdiction as defined in [Section 6.10](#) of this handbook.
2. Misconduct as defined in [Section 6.30](#) of this handbook.
3. 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:
 - a. 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.
 - b. 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.
 - c. 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.

- d. 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.
 - e. 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.
 - f. 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.
 - g. 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.
4. The school administration is authorized to prescribe procedures for general accounting and control.

1.35 - 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.

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 of Student Activities.

Use of Bulletin Boards

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

Bulletin boards designated for students may be used for school activities, out-of-school activities or matters of general interest to students.

Prior approval from the Assistant Principal of Student Activities is required for the posting of notices or other communications on assigned bulletin boards. In order to obtain approval, a student must receive approval from a staff member (sponsor, coach, teacher) and submit their request to the Student Activities Office. In order to post materials, it must be approved by and include the "Approved stamp" from the Student Activities Office.

1. All such materials, however, must conform to the General Guidelines herein provided.
2. Any posted material deemed to violate the General Guidelines herein provided or did not receive administrative approval 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.

3. All 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.

Distribution of Written Material and Circulation of Petitions

Subject to the procedures and General Guidelines in [Section 1.32](#) provided, students may exercise their protected rights through

1. the distribution of handbills, leaflets and other written materials.
2. the collection of signatures on petitions concerning either school or non-school matters or issues.

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.

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.

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.

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.

1. 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.
2. 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.

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.

1.36 - Guidelines for School-Sponsored Publications, Productions and Websites

Advertising, materials, communications, or literature from school-sponsored sources such as clubs, organizations, or departments utilizes the procedures in [Section 1.39](#) of this handbook.

School-sponsored publications, productions and websites are governed by the Speech Rights of Student Journalists Act, school board policies and the student/parent handbook. Student journalists are

responsible for determining the news, opinion, feature, and advertising content of those publications, productions, and websites.

Student journalists must:

1. Make decisions based upon news value and guided by the Code of Ethics provided by the Society of Professional Journalists, National Scholastic Press Association, Journalism Education Association, or other relevant group;
2. Produce media based upon professional standards of accuracy, objectivity, and fairness;
3. Review material to improve sentence structure, grammar, spelling, and punctuation;
4. Check and verify all facts, and verify the accuracy of all quotations;
5. In the use of personal opinions, editorial statements, and/or letters to the editor, provide opportunity and space for the expression of differing opinions within the same media to align with the District's media literacy curriculum mandate; and
6. Include an author's name with any personal opinions and editorial statements, if appropriate.

Student journalists may not create, produce, or distribute school sponsored media that:

1. Is libelous, slanderous, or obscene;
2. Constitutes an unwanted invasion of privacy;
3. Violates Federal or State law, including the constitutional rights of third parties; or
4. Incites students to (a) commit an unlawful act; (b) violate any school district policy or student handbook procedure; or (c) materially and substantially disrupt the orderly operations of the school.

The District will not engage in prior restraint of material prepared by student journalists for school-sponsored media, unless the material fits into one of the four prohibited categories listed above, in which case the Principal and/or student media advisers may review, edit, and delete such media material before publication or distribution of the media.

The author's name will accompany personal opinions and editorial statements. An opportunity for the expression of differing opinions from those published/produced will be provided within the same media.

No expression made by students in the exercise of freedom of speech or freedom of the press under this policy shall be deemed to be an expression of the School, District or an expression of Board policy.

Cross Reference:

[Board Policy 7:315. Oversight of Publications](#)

1.38 - Non-School Sponsored Publications and Advertisements

The District has not established an open forum for creating, distributing, posting and/or accessing advertising, communications, materials, or literature by non-school related individuals or entities that may result in the perception that the distribution or the publication is endorsed by the school District. No such materials shall be posted or distributed by, or on behalf of, a non-school related individual or entity that would:

1. Will cause a disruption of the proper and orderly operation and discipline of the school, school activities or educational process;

2. Violates the rights of others, including but not limited to material that is libelous, slanderous or obscene, invades the privacy of others, or infringes on a copyright;
3. Infringe on a trademark, patent, or copyright;
4. Is inappropriate due to maturity level of the students, including but not limited to material that is obscene (pornographic, lewd), vulgar, defamatory, discriminatory, indecent or sexting;
5. Advance or oppose religion or related interests;
6. Advance or oppose a political agenda, issue, interest or candidate;
7. Is reasonably viewed as promoting illegal drug use; or
8. Incites students to violate any Board policies.

Students accessing or distributing in areas described under the jurisdiction outlined in [Section 6.10](#) of this handbook shall be considered gross disobedience and misconduct and may be disciplined for:

1. Accessing or distributing forbidden material, or
2. For writing, creating, or publishing such material intending for it to be accessed or distributed at school.

A community, educational, charitable, recreational, or other similar nonprofit entity may, under procedures established by the district, advertise events pertinent to students' interests or involvement. This may include displaying posters in areas reserved for community posters, having flyers distributed to students, or being included on the school's or District's website where appropriate. All advertising, materials, communications, and literature must be student-oriented, and must be sponsored by a school-affiliated club or organization, or by a school department.

A commercial company may purchase space for their advertisements in or on:

1. Athletic field fences;
2. Scoreboards;
3. School or District websites; or
4. Other appropriate locations.

The advertisements must be consistent with the requirements defined above and must be approved, in advance, by the Board of Education, in its sole discretion. No Board approval is required for [Board Policy 8:25, Distribution of Advertising Communications Materials or Literature in Schools on School Grounds Provided by Non-School Related Individuals or Entities](#) commercial material related to graduation, class pictures, class rings, school athletics, school theater or music programs, or student publications.

The Principal or designee shall have the right to reject any advertising, communication, material, or literature based upon the content provided that no such rejection shall be made that is discriminatory as against any legally-protected class or individual or against any particular political or social viewpoint. Appeals may be conducted through [Board Policy 2:260, Uniform Grievance](#).

Cross Reference:

[Board Policy 7:315, Oversight of Publications](#)

[Board Policy 8:25, Distribution of Advertising, Communications, Materials, or Literature in Schools/on School Grounds Provided by Non-School Related Individuals or Entities](#)

1.40 - Visitors

Visitor's presence at school is limited in scope and duration and is typically related to providing support for areas such as academics, individualized learning plans, and other auxiliary needs. Visitors are not left alone with students and are supervised at all times.

Access to classrooms and personnel is permitted in limited situations to parents/guardians, qualified professionals retained by or on behalf of the parents/guardians, and independent educational evaluators in furtherance of the development of appropriate educational and related services for a student.

All visitors, including parents/guardians and siblings, are required to enter through the main entrance (Door A) of the building and check-in with security. All visitors to school property are required to:

1. Report to a designated entrance for visitors;
2. Show proper identification;
3. Clear the district's security screening identification system;
4. Wear a visitor lanyard and badge in a manner that is visible to all employees and students at all times when on school property; and
5. Return the issued visitor lanyard and badge upon departure from school property.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior. Specific guidelines for school visitors include:

1. General Conduct:
 - a. Maintain a respectful and civil attitude with all students, staff, and visitors.
 - b. Refrain from disruptive behavior, including unapproved photography, videography, audio recording, or loud phone usage.
 - c. Follow all staff directions and remain in authorized areas only.
 - d. Do not bring weapons, tobacco, alcohol, cannabis, or illegal substances.
 - e. Avoid any aggressive, threatening, or unsporting behavior.
 - f. Comply with all school rules, laws, and Board policies at all times.
2. Student Privacy:
 - a. Do not photograph, record, or share any student images, work, or conversations without written consent from the administration.
 - b. Adhere to student confidentiality laws (FERPA, ISSRA, etc.).
 - c. Never use information learned through volunteering or visiting for personal, public, or political purposes.
 - d. Do not request student contact information. If you have a job or internship opportunity, please provide your contact information to the student.
3. Surveys and Instructional Integrity
 - a. Surveys, questionnaires, or feedback tools may only be used with prior administrative approval.
 - b. Volunteers and visitors must adhere to the approved curriculum and instructional goals, and approved purpose for the volunteer activity.
 - c. No outside materials, discussions, or topics may be introduced without permission.
 - d. Observations must be non-disruptive and educationally appropriate.
4. Access to Classrooms and Staff

- a. All visits to classrooms or personnel must be scheduled in advance.
 - b. Observations related to special education services must follow district protocols and forms.
 - c. Visitors do not have consent to audio or video record interactions or conversations with employees of District 225 without expressed prior administrative approval.
 - d. Visits may not interfere with instructional time or student services.
5. Ethics and Political Campaigns
- a. Volunteers and visitors must not use their role to gather or share student information, conversations, or images for any political, personal, or commercial purposes, including campaign materials.
 - b. School property and student interactions must never be used to promote or support political campaigns or candidates, either directly or indirectly.

Visitors must follow the previously stated procedures, except on those occasions when large groups of parents, friends, and community members are invited onto school property (e.g., an athletic contest in the evening). In these situations, visitors are not required to sign in, but must follow school officials' instructions and rules applicable to visitors.

Any person who engages in prohibited conduct may be ejected from or denied admission to school property in accordance with State law. The person may also be subject to being denied admission to school athletic or extracurricular events for up to one calendar year and/or legal consequences.

Visitor Guest Speakers

The school may provide opportunities through the planned academic program, extracurricular clubs and/or activities for guest speakers. 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 Principal or administrative designee. The Principal or designee 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.

Cross Reference:

[Board Policy 2:105, Ethics](#)

[Board Policy 6:10, Statement of Philosophic Goals and Objectives](#)

[Board Policy 6:40, Curriculum Planning Strategy](#)

[Board Policy 6:80, Controversial Issues](#)

[Board Policy 7:15, Student and Family Privacy Rights](#)

[Board Policy 7:197, Wireless Communications Devices](#)

[Board Policy 7:340, Student Records](#)

[Board Policy 7:345, Student Data and Privacy and Security](#)

[Board Policy 8:30, Visitors](#)

1.50 - Equal Educational Opportunities and Sex Equity

The Board of Education of Glenbrook High School District 225 will comply with all federal and state statutes, laws, rules, and regulations which prohibit discrimination in the employment of personnel or in the provision of programs, services, activities or benefits on the basis of race, color, religion, national origin, ancestry, age, sex, marital status mental or physical disability, unfavorable discharge from military service or any other unlawful basis.

It is the further policy of the Board of Education that both sexes shall be provided equal access to educational and extracurricular programs and activities, and that students with disabilities who are residents of the School District will be provided a free appropriate public education regardless of the nature or severity of the student's disability.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

- Glenbrook North High School
 - Mrs. Lauren Bonner, Associate Principal of Operations and Student Experiences
 - Mr. Davone Robinson, Associate Dean
- Glenbrook South High School
 - Mr. Casey Wright, Associate Principal of Operations and Student Experiences
 - Ms. Aracely Canchola, Associate Principal of Student Support

Any student may file a sex discrimination complaint under the District's Title IX Grievance Procedure.

Any student may file a sex equity complaint under the District's Uniform Grievance Procedure. A student may appeal the Board's decision to the Regional Superintendent and, thereafter, to the State Superintendent of Education.

Cross Reference:

[Board Policy 5:10, Title IX Sexual Harassment Grievance Process](#)

[Board Policy 7:10, Equal Education and Extracurricular Opportunities](#)

[Board Policy 2:260, Uniform Grievance](#)

1.60 - Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the Principal in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Cross Reference:

[Board Policy 6:120, Education of Students with Disabilities](#)

[Board Policy Procedures 6:120, Education of Students with Disabilities - Service Animals Access](#)

1.70 - School Volunteers

School Volunteers are defined as: individuals who participate in student engagement or support school activities beyond occasional or short-term involvement. These individuals may:

1. Provide services on a regular basis;
2. Supervise or work with students without constant oversight from staff;
3. Have extended, direct interactions with students totaling 10 hours or more per year;
4. Not be affiliated with a third-party organization that is contracted by the school district.

All school volunteers must be approved by the Principal or designee prior to assisting at the school by submitting a volunteer application a minimum of ten days before the scheduled activity. Volunteers are required to check in and out at the main entrance (Door A), receive a visitor badge before going to their destination, and follow the procedures outlined in [Section 1.40](#).

Volunteers must submit to a criminal background investigation if the individual will be working over a long period of time in direct contact with students or in other situations where a check would be prudent (e.g., overnight trips). The Human Resources department must then approve volunteers prior to interacting with students.

Once approved, school volunteers will receive training related to their assignment:

1. The staff member to whom the volunteer is assigned is responsible for explaining his or her expectations of the volunteer.
2. The principal or designee should make appropriate training opportunities for those volunteer activities requiring a skill or knowledge base, e.g., working in the computer lab.

Cross-Reference:

[Board Policy 6:250, School Volunteers](#)

1.90 - Emergency School Closings

During periods of inclement weather or in emergency situations, our first priority is the safety and welfare of our students and staff. At the same time, the closing of school can be burdensome to families due to childcare and work schedules.

We consider any change to our normal protocol to be an exception and we place a strong emphasis on keeping our schools open. Some of the primary factors that are considered when making a decision include:

1. Safety and well-being of students and staff
2. Severity of the weather (extreme cold, flooding, etc.)
3. Timing of the weather event
4. Ability of buses and cars to travel safely
5. Operable condition of our buildings

The decision to cancel school or delay the start of school as a result of weather conditions, will typically be made before 6 a.m. This allows conditions to be monitored overnight to avoid unnecessary closures or delays. Decisions will only be made the night before if conditions are certain and warrant closure or a delay.

In instances when the temperature is severe, but weather conditions are normal, the district will implement our Severe Cold Plan. We encourage families to establish contingency plans for possible closures throughout the school year regardless of the season.

When the decision to cancel or close a school occurs, the district may choose one of two options:

1. Implement an e-Learning Day, where students will participate in asynchronous activities.
2. Implement a traditional emergency day that will be made up at the end of the school year.

Additional information regarding how the school district addresses emergency school closings can be accessed on the district's website (glenbrook225.link/Inclement-Weather).

Cross-Reference:

[Board Policy 4:170, Safety and Security](#)

1.100 - Video and Audio Monitoring

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Should a specific situation arise that results in student discipline, a parent/guardian may request to view a recording from the school district's video monitoring system. These requests must be submitted in writing to the Assistant Principal of Deans at the student's school, and will be considered by the Principal or designee. Prior to reviewing any recording, the school district must redact other students from the recording (e.g., blur other student faces). Parents/guardians will be required to schedule an appointment, and physically come into the school to view the recording. Copies of recordings will not be released to parents/guardians.

Cross-Reference:

[Board Policy 4:110, Student Transportation Between Home and School](#)

[Board Policy 4:170, Safety and Security](#)

1.140 - Suicide and Depression Awareness and Prevention

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent/guardian resources on suicide and depression awareness and prevention. Much of this information, including a copy of the school district's policy, is posted on the school district website. Information can also be obtained from the Student Services Office.

Cross Reference:

[Board Policy 7:290, Suicide and Depression Awareness and Prevention](#)

1.150 - Accommodating Breastfeeding Students

Students who choose to breastfeed an infant after returning to school are provided reasonable accommodations. A student who is a nursing mother may take reasonable breaks during the school day to express breast milk or breastfeed her infant. Reasonable accommodations include, but are not limited to:

1. Access to a private and secure room, other than a bathroom, to express breast milk or breastfeed an infant.
2. Permission to bring onto school campus a breast pump or other equipment used to express breast milk.
3. Access to a power source for a breast pump or any other equipment used to express breast milk.
4. Access to a place to store expressed breast milk safely.
5. Reasonable breaks to accommodate the student's need to express breast milk or breastfeed an infant child, or attend to health needs associated with breastfeeding (including eating, drinking, or using the restroom).
6. The opportunity to make up work missed due to the student's use of reasonable accommodations for breastfeeding.

Complaints regarding violations of this procedure should be made to:

- Glenbrook North High School
 - Mrs. Lauren Bonner, Associate Principal of Operations and Student Experiences
 - Mr. Davone Robinson, Associate Dean
- Glenbrook South High School
 - Mr. Casey Wright, Associate Principal of Operations and Student Experiences
 - Ms. Aracely Canchola, Associate Principal of Student Support

Cross Reference:

[Board Policy 7:10, Equal Education and Extracurricular Opportunities](#)

1.160 - Parent Organizations and Booster Clubs

The Board of Education affirms that a comprehensive school program should include provisions whereby auxiliary adult organizations may support present school programs. Auxiliary adult organizations can function as an important element in the coalition of community resources that permits the Board of Education to provide educational experiences for the students it serves.

Active parent organizations can be reviewed on the school district's websites:

Glenbrook North High School (gbn.glenbrook225.link/Parent-Organizations)

Glenbrook South High School (gbs.glenbrook225.link/Parent-Organizations)

Cross Reference:

[Board Policy 8:90, Auxiliary Adult Organizations](#)

1.180 - Awareness and Prevention of Child Sexual Abuse, Grooming Behaviors, and Boundary Violations

Child sexual abuse, grooming behaviors, and boundary violations harm students, their parents/guardians, the District's environment, its school communities, and the community at large, while diminishing a student's ability to learn.

Warning Signs of Child Sexual Abuse

Warning signs of child sexual abuse include the following.

Physical signs:

1. Sexually transmitted infections (STIs) or other genital infections
2. Signs of trauma to the genital area, such as unexplained bleeding, bruising, or blood on the sheets, underwear, or other clothing
3. Unusual weight gain or loss

Behavioral signs:

1. Excessive talk about or knowledge of sexual topics
2. Keeping secrets
3. Not talking as much as usual
4. Not wanting to be left alone with certain people or being afraid to be away from primary caregivers
5. Regressive behaviors or resuming behaviors that the child had grown out of, such as thumb sucking or bedwetting
6. Overly compliant behavior
7. Sexual behavior that is inappropriate for the child's age
8. Spending an unusual amount of time alone
9. Trying to avoid removing clothing to change or bathe

Emotional signs:

1. Change in eating habits or unhealthy eating patterns, like loss of appetite or excessive eating
2. Signs of depression, such as persistent sadness, lack of energy, changes in sleep or appetite, withdrawing from normal activities, or feeling "down"
3. Change in mood or personality, such as increased aggression
4. Decrease in confidence or self-image
5. Anxiety, excessive worry, or fearfulness
6. Increase in unexplained health problems such as stomach aches and headaches
7. Loss or decrease in interest in school, activities, and friends
8. Nightmares or fear of being alone at night
9. Self-harming behaviors or expressing thoughts of suicide or suicidal behavior
10. Failing grades
11. Drug or alcohol use

Warning Signs of Grooming Behaviors

School and District employees are expected to maintain professional and appropriate relationships with students based upon students' ages, grade levels, and developmental levels.

Prohibited grooming is defined as (i) any act, including but not limited to, any verbal, nonverbal, written, or electronic communication or physical activity, (ii) by an employee with direct contact with a student, (iii) that is directed toward or with a student to establish a romantic or sexual relationship with the student.

Examples of grooming behaviors include, but are not limited to, the following:

1. Sexual or romantic invitations to a student
2. Dating or soliciting a date from a student
3. Engaging in sexualized or romantic dialog with a student
4. Making sexually suggestive comments that are directed toward or with a student
5. Self-disclosure or physical exposure of a sexual, romantic, or erotic nature
6. Sexual, indecent, romantic, or erotic contact with a student
7. Failing to respect boundaries or listening when a student says “no”
8. Engaging in touching that a student or student’s parents/guardians have indicated is unwanted
9. Trying to be a student’s friend rather than filling an adult role in the student’s life
10. Failing to maintain age-appropriate relationships with students
11. Talking with students about personal problems or relationships
12. Spending time alone with a student outside of their role in the student’s life or making up excuses to be alone with a student
13. Expressing unusual interest in a student’s sexual development, such as commenting on sexual characteristics or sexualizing normal behaviors
14. Giving a student gifts without occasion or reason
15. Spending a lot of time with a student
16. Restricting a student’s access to other adults

Warning Signs of Boundary Violations

School and District employees breach employee-student boundaries when they misuse their position of power over a student in a way that compromises the student’s health, safety, or general welfare.

Examples of boundary violations include:

1. Favoring a certain student by inviting the student to “hang out” or by granting special privileges
2. Engaging in peer-like behavior with a student
3. Discussing personal issues with a student
4. Meeting with a student off-campus without parent/guardian knowledge and/or permission
5. Dating, requesting, or participating in a private meeting with a student (in person or virtually) outside of a professional role
6. Transporting a student in a school or private vehicle without administrative authorization
7. Giving gifts, money, or treats to an individual student
8. Sending a student on personal errands
9. Intervening in a serious student problem instead of referring the student to an appropriately trained professional
10. Sexual or romantic invitations toward or from a student
11. Taking and using photos/videos of students for non-educational purposes
12. Initiating or extending contact with a student beyond the school day in a one-on-one or non-group setting
13. Inviting a student to an employee’s home
14. Adding a student on personal social networking sites as contacts when unrelated to a legitimate educational purpose
15. Privately messaging a student
16. Maintaining intense eye contact with a student

17. Making comments about a student's physical attributes, including excessively flattering comments
18. Engaging in sexualized or romantic dialog
19. Making sexually suggestive comments directed toward or with a student
20. Disclosing confidential information
21. Self-disclosure of a sexual, romantic, or erotic nature
22. Full frontal hugs
23. Invading personal space

If you believe you are a victim of child sexual abuse, grooming behaviors, or boundary violations, or you believe that your child is a victim, you should immediately contact the Principal, a school counselor, clinician, or another trusted adult employee of the School.

Additional Resources include:

National Sexual Assault Hotline at (800) 656-HOPE (4673)

National Sexual Abuse Chatline at online.rainn.org

Illinois Department of Children and Family Services Hotline at (800) 25-ABUSE (2873)

Cross Reference:

[Board Policy 4:165, Awareness and Prevention of Child Sexual Abuse and Grooming Behaviors](#)

[Board Policy 5:120, Employee Ethics and Conduct](#)

[Board Policy Procedures 5:120, Employee Ethics and Conduct](#)

1.185 - Faith's Law Notifications

School districts are required to include in their student handbook the District's Employee Code of Professional Conduct. These standards, in part, define appropriate conduct between school employees and students. A copy of these standards can be found in [Board Policy 5:120 - Employee Ethics and Conduct](#), and [Board Policy Procedures 5:120 - Employee Ethics and Conduct](#).

1.190 - Prevention of Anaphylaxis

While it is not possible for the school or district to completely eliminate the risks of an anaphylactic emergency, the district maintains a comprehensive policy on anaphylaxis prevention, response, and management in order to reduce these risks and provide accommodations and proper treatment for anaphylactic reactions.

Cross Reference:

[Board Policy 7:285, Anaphylaxis Prevention, Response, and Management Program](#)

1.121 - Free and Reduced-Price Food Services: Meal Charge Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in [Board Policy 4:140 - Free and Reduced Price Food Services and Waiver of Student Fees](#). This notification is also provided to households of students transferring to the District during the school year. For more information, see [Section 3.10](#) and [Section 3.20](#).

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly.

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Illinois State Board of Education.

Meal Charges for Meals Provided by the District

Quest Food Management Services works with families to prevent meal charges from accumulating. Every effort to collect all funds due to the District will be made on a regular basis and before the end of the school year.

Unpaid meal charges are considered delinquent debt when payment is overdue as defined by the Hunger-Free Students' Bill of Rights Act (105 ILCS 123). The District will make reasonable efforts to collect charges classified as delinquent debt, including repeated contacts to collect the amounts and, when necessary, requesting that the student's parents/guardians apply for meal benefits to determine if the student qualifies for such benefits under Board Policy.

When a student's funds are low and when there is a negative balance, reminders will be provided to the staff, students, and their parents/guardians at regular intervals during the school year. State law allows the school staff to contact parents/guardians to attempt collection of the owed money when the amount owed is more than the amount of \$15.00. If a parent/guardian regularly fails to provide meal money for the child(ren) that he/she is responsible for in the District and does not qualify for free meal benefits or refuses to apply for such benefits, the Principal or designee will direct the next course of action. Continual failure to provide meal money may require the District to notify the Ill. Dept. of Children and Family Services (DCFS) and/or take legal steps to recover the unpaid meal charges, up to and including seeking an offset under the State Comptroller Act, if applicable.

Cross Reference:

[Board Policy 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

[Board Policy Procedures 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

Chapter 2 - Attendance, Promotion & Graduation

2.10 - Attendance

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Homeschool Students

Students that receive their educational services through a combination of homeschooling and the District must:

1. Attend all scheduled courses for which they have been enrolled;
2. Submit satisfactory evidence of completion for courses taken outside of the District in accordance with [Board Policy 6:310, Earning Credit Toward Meeting Graduation Requirements](#);
3. Satisfactorily complete all graduation requirements in order to receive a District diploma; and
4. Meet all minimum requirements to be eligible to participate in IHSA-sanctioned sports and extracurricular activities as outlined in [Section 9.40](#) of this handbook.

Concurrent Enrollment

Students may be eligible to concurrently enroll in another school for a limited number of courses in accordance with [Board Policy 6:310](#). This is subject to schedule constraints, approval of the Assistant Principal of Student Services, and maintaining minimum enrollment requirements. Additionally, it should be noted that concurrent enrollment may limit eligibility to participate in inter-scholastic activities such as IHSA-sponsored programs.

Cross Reference:

[Board Policy 6:300, Graduation Requirements](#)

[Board Policy 6:310, Earning Credit Toward Meeting Graduation Requirements](#)

[Board Policy 7:70, Student Attendance](#)

[Board Policy 7:71, Early Dismissals and Late Arrivals](#)

2.11 - Intra-District Transfer

A student's parent(s)/guardian(s) may request a transfer for their child to a district school other than the one assigned (105 ILCS 5/10-21.3a). A request should be directed to the Superintendent or designee, who, at his or her sole discretion, may grant the request. All requests from a student's parent(s)/guardian(s) must be submitted in writing, following the procedures identified below.

1. The student is enrolled in the assigned high school.
2. Parent/Guardian submits an application (glenbrook225.link/intradistrictapp) and all supporting documentation.
3. The application is reviewed by the Intra-District (IDT) Review Committee.
4. The Committee decision is shared with the Superintendent or designee.
5. Intra-District Transfer response provided in writing to the parent/guardian.

IDT Committee

The IDT Review Committee is comprised of district and building leadership (Educational Services Team)

- District
 - Assistant Superintendent of Student Support (Chair)
 - Assistant Superintendent of Teaching and Learning
 - Director of Special Education
- Glenbrook North
 - Associate Principal for Teaching and Learning
 - Assistant Principal for Student Services
- Glenbrook South
 - Associate Principal for Teaching and Learning
 - Assistant Principal for Student Services

Timelines

The intra-district application may be completed at any point during the year; however, the IDT Review Committee will meet four times a year to consider all the applications that have been received. Exceptions will only be considered in emergencies when a student’s safety, physical, or social/emotional health is immediately at risk based on the judgment of the IDT Review Committee.

IDT Review Committee Review Period	IDT Decision Shared with Family
March 1 - 15	No later than March 25
June 1 - 15	No later than June 25
August 1 -15	No later than August 15
December 1 -15	No later than December 25

Consideration of Transfer Request

In evaluating the IDT application, the IDT Review Committee will examine each application on a case-by-case basis and will consider factors including but not limited to:

1. The individual needs of the student requesting the transfer;
2. Input from the building student services team;
3. The academic record of the of the student; and
4. Student behavior and attendance history.

Conditions of an Approved Intra-District Transfer

1. An approved transfer applies to all subsequent years of attendance for the student.
2. A transfer does not confer upon the student’s sibling(s) the right to attend a school to which this student is being transferred.
3. Special education students enrolled in programs offered in only one of the schools shall be assigned to that school.

4. No transportation obligations shall be assumed by the Board of Education as a result of a transfer, unless transportation is required as a result of a student's disability, and is stated within a student's Individualized Education Plan (IEP).

Athletic Eligibility

A student may not transfer for the purpose of participation in extracurricular activities. High school athletes who transfer are at risk of becoming ineligible for competition. The Illinois High School Association (IHSA) utilizes its own process to assist families in handling requests for eligibility rulings regarding student residency and student transfers. All eligibility documents are submitted directly to the IHSA; no determination is made by the school or school district. The information submitted to the IHSA will substantiate whether the student is in full compliance with the residence eligibility by-laws.

Cross Reference:

[Board Policy 7:30, Student Assignment and Intra-District Transfer](#)

2.20 - Student Absences

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because the student's religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused.

Excused Absences

Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), attendance at a verified medical or therapeutic appointment (including a victim services provider), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the Principal or designee. For students who are parents, expectant parents, or victims of domestic or sexual violence, an excused absence includes the fulfillment of a parenting responsibility and addressing circumstances resulting from domestic or sexual violence. Students eligible to vote are also excused for up to two hours to vote in a primary, special, or general election.

1. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to the student's return to school.

2. Students who are excused from school may make up work in accordance with [Section 2.40](#).
3. For any extended absences not described above, please contact your student's school counselor.
4. If a student accrues excessive excused absences, the school may require verification documentation (e.g. doctor's note).

Late to Class Regular attendance and punctuality are essential for academic success. The Glenbrook Schools emphasize the importance of being on time as it enhances the quality of education and reinforces responsibility and positive work habits.

A student is considered late if they are not inside their designated learning space when the bell rings.

The deans will review daily Late reports and intervene if a student accumulates 10 or more Lates, across all classes. They will also intervene with Late10. Other interventions may include meetings with the student, parent phone calls, SST problem-solving, student behavior contracts, or loss of privileges.

Unexcused Absences

Unexcused Absences include all other absences.

1. Students who are unexcused from school may not make up work in accordance with [Section 2.40](#).
2. Students who have accumulated 15 consecutive absences without valid cause as listed under excused absences section will be withdrawn from courses/school.

Reporting Absences to School

In the event of any absence, the student's parent/guardian is required to notify the school within 48 hours to explain the reason for the absence. Families should report student attendance through the PowerSchool Portal. The system allows families to report a daily absence and any future dates a student will not be at school. Reporting an absence can be completed in five easy steps:

1. Log into your PowerSchool Portal (glenbrook225.org/PowerSchool)
2. Select "Attendance Monitor" from the left navigation pane
3. Click "Report New Attendance"
4. Enter details about the absence
5. Click Submit

If a student must leave during the school day, after the absence is reported the teacher will mark them absent and the student must sign out at the attendance office.

To contact the attendance office for any needs besides reporting an absence, use this information below:

- Glenbrook North High School
 - (847) 509-2484
- Glenbrook Off Campus
 - (847) 486-5752
- Glenbrook South High School
 - (847) 486-4632
- Glenbrook Transition Services
 - (847) 509-7975

Failure to notify the school within 48 hours may result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

Diagnostic Procedures for Identifying Student Absences and Support Services to Truant or Chronically Truant Students

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: interviews with the student, the student's parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

Cross-reference:

[Board Policy 7:70, Student Attendance](#)

2.21 - Late Arrival To School and Early Dismissal From School

Late arrival to school and early dismissal from school is a privilege extended primarily to juniors and seniors who can benefit from experience outside the school or who have significant home obligations that require their presence as a student's schedule allows. Bus service does not accommodate early release and late arrival from school options. Families will need to coordinate transportation separately to ensure that their student is able to travel to/from school.

At least one of the following circumstances must exist before a Late Arrival or Early Dismissal is granted on a long-term basis:

1. The student has a need for employment that requires a shortened school day.
2. The student has a family-related situation that requires the student's presence.
3. In the judgment of the principal or designee, the student can benefit from a shortened school day.
4. A shortened day is listed as an accommodation on an IEP or Section 504 accommodation plan.

Before granting an Late Arrival or Early Release the Principal or designee shall determine that the following criteria have been fulfilled:

1. Completion of the Late Arrival or Early Dismissal Request Form by the parent/guardian that identifies the specific need for an amended school day and the specific time the student is to be released.
2. Implementation of the Late Arrival or Early Dismissal with no more than a reasonable number of program changes in the student schedule.
3. Approval of the request does not violate state attendance requirements for a full day of attendance.
4. Maintain enrollment in at least six courses.
5. Late Arrival shall occur at the end of Block 1, and Early Dismissal shall occur at the end of Block 3.
6. Students on Late Arrival may not enter the building until the end of Block 1, and students with Early Dismissal are expected to leave the building by the start of Block 4.
7. No student shall be granted both a Late Arrival and an Early Dismissal.

Early Release applications for employment require a signature of the employer stipulating that the student must begin work prior to the end of the school day.

Cross Reference:

[Board Policy 7:71, Early Dismissals and Late Arrivals](#)

2.30 - Release Time for Religious Instruction and Observance

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must notify the attendance office following the procedures outlined in [Section 2.20](#).

Students should fulfill their religious obligations during lunch or a non instructional time (SRT).

Students excused for religious reasons will be given an opportunity to make-up all missed work, including homework and tests, for equivalent academic credit as outlined in [Section 2.40](#).

Cross Reference:

[Board Policy 7:70, Student Attendance](#)

2.40 - Make-Up Work

If a student's absence is excused or if a student is suspended from school, the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Missed work that is not made up will receive the appropriate grade mark (e.g., a zero for the assignment). Students are responsible for completing missing work when they are absent. From the date an absence is excused, students will have two school days for each day missed to complete missing work, unless otherwise determined by their teacher.

1. For an absence to be considered excused, it must be reported to the school within five (5) school days of the absence. As a reminder, students have access to the Glenbrook School Health Center at no charge, should they need to receive medical attention, including a doctor's note.
2. A day of an absence is defined as a day of school, rather than class attendance. For example, if the student is absent on a Gold day, the student should complete work by the next Gold day.

3. Students are required to adhere to the due dates determined by their teacher. Missing work that is not made up within the designated time will receive the appropriate grade mark (e.g., a zero for the assignment).

For extenuating circumstances, the Associate Principal of Student Support or designee may extend the makeup time.

Students who are unexcused from school shall not be allowed to make up missed work, unless approved by the Assistant Principal of Student Services or designee. Individual teachers may require students who receive an unexcused absence to make up missed work; however, no credit will be awarded.

Cross Reference:

[Board Policy 7:70, Student Attendance](#)

2.50 - Truancy and Chronic Absenteeism

Any student in the building or on campus will be unexcused/truant from any class the student does not attend. 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.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

1. A process that may be used to identify and track students who are truants, chronic or habitual truants, or truant minors as defined in 105 ILCS 5/26-2a.
2. A description of diagnostic procedures that may be used for identifying the cause(s) of a student's unexcused absenteeism.
3. The identification of supportive services that may be offered to truant, chronically truant, or chronically absent students.
4. A process that may be used for the collection and review of chronic absence data and to:
 - a. Determine what systems of support and resources are needed to engage chronically absent students and their families, and
 - b. Encourage the habit of daily attendance and promote success.
5. An acknowledgment that no punitive action, including out-of-school suspensions, expulsions, or court action, shall be taken against a truant minor for his or her truancy unless available supportive services and other school resources have been provided to the student.
6. The criteria to determine whether a student's non-attendance is due to extraordinary circumstances shall include economic or medical necessity or family hardship and such other criteria that the Superintendent or building designee believes qualifies.
7. A process for a 17-year-old resident to participate in the District's various programs and resources for truants. The student must provide documentation of his/her dropout status for the previous six months.

8. A process for the temporary exclusion of a student 17 years of age or older for failing to meet minimum attendance standards according to provisions in State law. A parent/guardian has the right to appeal a decision to exclude a student.

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent/guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Cross Reference:

[Board Policy 7:70, Student Attendance](#)

2.60 - Grading and Promotion

School report cards are posted electronically and available through the student information system.

Promotion to the next grade level shall be based upon the number of years completed at the high school level. For example, a student that has not completed any years at the high school level, will be assigned the grade level of freshman (grade 9). A student that is beginning their second year at the high school level, will be assigned the grade level of sophomore (grade 10). The Assistant Principal of Student Services will consider additional factors as appropriate, and will make the final decision as to a student's assigned grade level.

Progress Reports/Grading

Student grades are available on the student information system at any time. An e-mail notification is sent to parents/guardians to remind them to have a discussion with their student about academic progress and/or check their student's progress in PowerSchool. Each semester a report card is posted to PowerSchool and an e-mail notification is sent to parents/guardians that informs them of the report card posting.

Grades are to be interpreted in the following manner:

1. "A" represents outstanding achievement.
2. "B" represents above average achievement.
3. "C" represents average achievement.
4. "D" represents below average achievement.
5. "F" represents a failing grade where no credit is granted.
6. "AU" represents an audit (no credit awarded).
7. "I" represents an incomplete grade.
8. "M" represents an excuse from physical education for medical reasons.
9. "P" represents a pass.
10. "RE" represents a course repeated.
11. "W" represents withdrawal from a course without penalty.
12. "WF" represents withdrawal from a course with a penalty and will be considered an "F" in determining GPA.

Incomplete Grade "I"

The following are used in the designation of an "I" on report cards

1. 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.
2. In no case is a grade of incomplete issued to a student who neglects to turn in required work.
3. The work for a passing grade must be completed within the following nine-week grading period.
4. Incomplete grades that are not made up during this period are automatically changed to "F" grades on the permanent record.

Audit Grade "AU"

The option to audit a course is open to juniors and seniors who carry at least five (5) other courses. Only one course may be audited at a time and may not be taken with a pass/fail course. You may not audit a course required for graduation.

1. A student may be allowed to audit courses when classroom space permits such a request.
2. All requests to audit a class must be made during the first ten days of each semester. No request may be considered after this time.
3. A student who audits a course will receive a grade of "AU" on their report card and permanent record. Credit will not be given for courses that are audited.
4. A student auditing a course may be excused from class requirements (e.g., tests and papers) at the discretion of the teacher.
5. A student requesting an audit must have the approval of the Assistant Principal of Student Services.

Pass/Fail Option

The Pass/Fail option was established to de-emphasize the concern for grades while emphasizing the focus on learning. Students should confer with their school or college counselor to understand the full impact of this choice on their academic plan.

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.

1. Students electing the Pass/Fail option are expected to meet the same course and attendance requirements as other students in the class.
2. Prerequisites will not be waived for students seeking to enroll in the Pass/Fail option.
3. The criteria for receiving credit with "P" for a course taken pass/fail is a grade of 60% or better on the teacher's grading scale for all students in the class.
4. 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.
5. Students must complete the Pass/Fail request form (which is available in the Student Services Office) by the end of the 10th 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.

6. The Principal or the Principal's designee is authorized to make exceptions to the Pass/Fail option on a case-by-case basis.

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 no less than 80% of the overall semester grade. The final exam is worth between 5% and 20% of the overall semester grade, as communicated by the teacher at the beginning of the semester. These grades are expressed as a percentage score and converted to a letter grade using the following guidelines:

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

Cross Reference:

[Board Policy 6:280, Grading and Promotion](#)

2.61 - Grade Point Average

Two grade point averages will be computed for each student (weighted and unweighted). Both grade point averages will be included on transcripts for other academic institutions or agencies.

The unweighted 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 weighted grade point average will include courses that meet the criteria set by the Superintendent and are approved by the Principal or their designee through the New Course Approval process. 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 or 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:

Weighted Grades for the Classes of 2026, 2027, and 2028

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

Weighted Grades for the Class of 2029

Grade	Enriched Honors*	Accelerated Honors	College and Career Readiness
A	5 points	4.5 points	4 points
B	4 points	3.5 points	3 points
C	3 points	2.5 points	2 points
D	2 points	1.5 points	1 point
F	0 points	0 points	0 points

* Enriched Honors including but not limited to Advanced Placement (AP), Academy, and Dual Credit classes.

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.

2.63 - Student Course Schedule

Schedule Changes

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

1. Level changes approved by the appropriate school official. The grade will be transferred to the new class. (Allowed until the 20th school day of the semester).
2. Accommodate courses completed or not completed in summer school.
3. Failure in first or second semester course(s).
4. Graduation, college admission, or post-high school plan requirements for seniors only. Requires approval from the Assistant Principal of Student Services.
5. Scheduling error in the schedule build or courses in conflict.
6. A student becomes eligible for or exits IEP/504/Multilingual services and/or the IEP/504 documentation changes to require a different placement or level.
7. Unusual or extraordinary circumstances not predictable during the initial scheduling and registration process. Requires approval from the Assistant Principal of Student Services. Withdrawal from a course that is not a graduation requirement. Students cannot go below six courses and cannot add a new class, unless the change meets the criteria listed above.

Please note the following:

1. Schedule changes must be requested via the required form (available in August) from the day schedules are made available until the end of the school day on the 4th day of the semester. The exception is a level change request that can be submitted until the 20th day of the semester or other exceptions approved by the Assistant Principal for Student Services.
2. The request must be accommodated in the same block as the dropped class or an SRT block. No changes will be made to other aspects of the student's schedule to accommodate the request unless approved by the Assistant Principal of Student Services.
3. Requests for a particular section or teacher cannot be accommodated.
4. No schedule changes will be made for a lunch preference.
5. Schedule changes are not allowed to balance coursework, seek certain teachers, lunch preferences or align schedules with friends.

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 ten weeks, but after the third week, receives a "W" grade for that course on his/her transcript. A student who withdraws after the tenth week 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, when possible. The student will receive an "RE" grade for the course that was repeated, and will receive the appropriate letter grade for the repeated attempt. Please note that "RE" does not factor into a student's grade point average.

Cross Reference:

[Course Guide](#)

2.64 - Course Request Process and Placement

Course Request

Our curriculum presents opportunities for students to pursue various academic paths of interest through a combination of required academic courses and elective offerings. Each year, students complete a course request process that includes meeting with their counselors to request courses that best align with their interests and personalized learning plan (PLP). The formulation of the student's schedule of classes can play a significant role in a student's future options, which is why we believe it should involve the student, parents/guardians, and staff. The course request process begins in the late fall and concludes in February.

Process and Timeline

Each school year the Student Services department will establish a process for students to submit course requests for the upcoming school year. Students and parents will have the ability to review their requests through SchoolLinks.

School staffing is dependent upon student course requests, so it is important that students make careful selections and remain committed to those choices.

Course Selection

All courses that are available in the course guide require a sufficient number of student requests in order to run. Sectioning and staffing are completed based on the number of student requests. Due to the number of requests, master schedule issues, or conflicts with courses, students may not get everything they requested. Counselors will notify students before the end of the school year should a conflict arise and will work with the student to make another appropriate choice. Please be prepared to provide your counselor with alternate elective courses during your course request meeting.

Driver Education Eligibility

Students are eligible to request enrollment in Driver Education for the semester in which they have turned 15, on or before the first day of the semester for semester 1 and semester 2. For summer school the student must turn 15 before May 15. In the event the course is full, the waiting list will be granted in order by birthdate for any new seats that become available. The Assistant Principal of Student Services will determine when and which students are moved from the waiting list. If a student has violated Policy 7:194 Illegal Substances and Paraphernalia during the semester they are enrolled in Behind the Wheel, the student may be dropped, as determined by the Associate Principal for Student Support.

8th Course Request

All students are only guaranteed 7 courses each academic year. In the event a student is interested in taking eight classes, they shall complete the required request form. This form will offer students the option to provide an alternative request in the event their primary request does not run or cannot fit in their schedule. 8th course requests will be approved based on availability prior to schedules being released in August.

Cross Reference:

[Course Guide](#)

2.65 - Final Evaluations (Exams)

The purpose of final evaluations is to ensure that students have acquired skills and knowledge to receive credit for a course. The semester evaluations are given to all students during the last days of each semester. Each student must complete semester evaluations according to administrative guidelines. It is not within the teacher's prerogative to permit deviations from established evaluation dates and times.

General Operational Information

1. Buses will operate as usual each morning for students with bus passes.
2. Students do not need to report to school during periods when no final exam is given, such as an SRT.
3. During break times, students should remain quiet in the hallways. Students may use the resource areas and library for quiet study, and the cafeteria for eating and socializing.
4. Cafeteria services will be provided until 12:30 p.m. on an exam day.
5. Athletics and activities may begin no earlier than 2:00 p.m. on an exam day.

Semester Final Evaluation Adjustments

It is imperative that students and parents/guardians not schedule vacations, jobs or other commitments during evaluation times in order to give our students the experience of studying for and taking final exams for post-secondary preparation. In general, a student will not be permitted to take a final examination earlier than the scheduled time. However,

1. If a student is unable to complete the Final Evaluation by the make up date, the student will receive an incomplete.
 - a. For all persons granted an incomplete from a final examination for first semester, the student is responsible for arranging a schedule with the teacher to take the examination.
 - b. For all persons granted an incomplete from a final examination for second semester, examinations are administered in the Student Services Department after school has closed. The final exam will not be graded until staff return in the fall.
 - c. Failure to complete your work by the nine week deadline for incomplete grades will result in student receiving an "F" for the exam, and their final grade will be calculated accordingly.
2. In extraordinary circumstances it may be necessary to request a deviation from established dates and times. Parents/guardians must contact the Associate Principal of Teaching and Learning to review any adjustment requests at least five (5) school days before the start of the exam.

Last Semester Senior Final Exam Policy

1. A senior student may be eligible to waive their last semester senior final exam if the following criteria is met an 80% semester average
2. 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.
3. If it is determined that a final exam is critical to a fair assessment of student work in a course, the seniors in that course must take the final exam whether or not the conditions above have been met. The instructor(s) of the course, instructional supervisor, or Principal (or designee) will make this decision.

2.70 - Homework

Homework is an important part of the District's instructional program with the primary goal of increasing student learning.

1. Homework assignments are intended to further a student's classroom experience and support learning.
2. Homework is used to introduce, reinforce, or apply concepts, principles, and skills.
3. Homework is not assigned for disciplinary purposes.
4. The frequency, length, and rigor of homework are determined by the teacher's professional judgment in collaboration with the teacher's department supervisor.

Students with absences may make up missed homework as outlined in [Section 2.40](#).

The District establishes several "homework free zones", which are times during the school year where assignments or assessments are not given in any classes. The purpose of homework free zones is so that students can spend uninterrupted time with their families. These times align with time when students are out of school for several consecutive days including Thanksgiving, winter, and spring breaks. In

addition, students who observe religious holidays may work with their teachers to request extensions on homework and assessment deadlines, ensuring they can participate in their traditions without the added stress of schoolwork.

Cross Reference:

[Board Policy 6:290, Homework](#)

2.80 - Exemption from PE Requirement

Illinois School Code (105 ILCS 5/27-6) requires all enrolled students to participate in a physical education course unless otherwise exempted for a permissible reason. This policy defines reasons and applicable procedures for eligible exemptions.

PE Exemption for Religious Reasons

Parents/guardians can email the Instructional Supervisor of Physical Education, Health, and Driver Education at either school regarding notification of exemption for religious reasons (fasting, swimming, etc). Parents/Guardians do not need to obtain any notice from a religious leader. The email to the Instructional Supervisor must be sent from a parent/guardian. Include the name and ID number of the student, the block scheduled for Physical Education (ex. Green/Blue Block 2), the teacher name and a parent/guardian contact number in the email. Students who request exemptions for religious reasons will be required to participate in an alternate activity.

PE Exemption for Students Receiving Special Education Services

A student who is eligible for special education may be exempted from physical education courses in either of the following situations:

1. The student (a) is in grades 9-12, and (b) the student's Individual Education Plan (IEP) requires that special education support and services be provided during physical education time, as determined by the student's IEP team; or
2. The student (a) has an IEP, (b) is participating in an adaptive athletic program outside the school setting, and (c) the student's parent/guardian documents the student's participation as required by the superintendent or designee.

PE Exemption for In-Season IHSA Athletic Participation

A junior or senior student who is participating in a school-sponsored, IHSA sport may be exempted from physical education courses during the season that the student is participating in that sport. (Please note: Emerging sports do not qualify for a PE exemption. In order for a student to be eligible for this exemption, the student must maintain continuous enrollment in at least six 0.5 credit per semester courses, other than physical education or health.

The following conditions apply by season:

1. Fall sport athletes may be exempted during the fall season and must return to class when the season ends. All fall sport athletes must attend their physical education classes during the first two weeks of the first semester to participate in class orientation activities.
2. Winter sport athletes may be exempted during the winter season and must return to class when the season ends. Due to the timing of the season, a winter sport athlete may be exempted during portions of the first and second semester terms. All winter athletes must attend their physical

education classes during the first two weeks of the second semester to participate in class orientation activities.

3. Spring sport athletes may be exempted during the spring season and must return to class when the season ends.

Any student who ends participation in an eligible IHSA sport before the end of the season must immediately return to physical education class. The enrollment record of a student excused from participating in physical education activities will be managed accordingly:

1. The student will continue to be enrolled in their scheduled physical education course; and
2. The student will be double-scheduled in an SRT for the duration of their exemption.

A student is responsible for requesting an exemption each season through the process defined by the Principal or designee.

PE Exemption for In-Season Marching Band Participation

A junior or senior student who is enrolled in a course for credit that requires marching band participation may be exempted from physical education courses during the time the student is participating in marching band. In order for a student to be eligible for this exemption, the student must maintain continuous enrollment in at least six 0.5 credit per semester courses, other than physical education or health.

The following condition applies:

1. Marching band participants may be exempted during the fall season and must return to class when the season ends. All marching band participants must attend their physical education classes during the first two weeks of the first semester to participate in class orientation activities.
2. Any student who ends participation in marching band must immediately return to physical education class. The enrollment record of a student excused from participating in physical education activities will be managed accordingly:
 - a. The student will continue to be enrolled in their scheduled physical education course; and
 - b. The student will be double-scheduled in an SRT for the duration of their exemption.

A student is responsible for requesting an exemption each year through the process defined by the Principal or designee.

PE Exemption for Enrollment in Academic Classes

A junior or senior student may be exempted from physical education courses during the time the student is:

1. Enrolled in academic classes that are required for admission to an institution of higher learning (23 Ill. Admin. Code § 1.425(c)(3)(B)); or
2. Enrolled in academic classes that are required for graduation from high school, provided that failure to take such classes will result in the student's being unable to graduate (23 Ill. Admin. Code § 1.425(c)(3)(C)).

A student is responsible for requesting an exemption through the process defined by the Principal or designee.

See the Parent and Student Handbook for information regarding short-term absences ([Section 2.20](#)), make-up procedures ([Section 2.40](#)) for additional information.

Students Receiving a Medical Exemption or Accommodation

In order to be exempted from participation in physical education for medical reasons, a student must present an appropriate excuse from a person licensed under the Illinois Medical Practice Act or from the student's parent/guardian.

An exemption based on medical reason must include a signed statement from a person licensed under the Illinois Medical Practice Act that certifies the medical reason for the request. Upon written notice to the Principal or designee from a student's parent/guardian, which includes that signed statement, a student will be exempted from engaging in the physical activity components of physical education.

For a student to receive a medical accommodation, a letter from a qualified medical provider must be provided to the school nurse, who will then provide a copy of the teacher. Medical letters must:

1. Be signed by the student's medical provider and include a date of service;
2. Provide a reason for the medical accommodation, and list acceptable modifications when appropriate; and
3. Specify the length of the exemption (e.g., number of weeks) or the date of the student's next follow-up appointment.

Upon a student's medical accommodation being approved, the following conditions will apply.

If the accommodation's length is 2 weeks or less:

1. The student will continue to attend Physical Education class but will only participate to the extent allowed under the modifications provided from the medical letter that meets the above criteria, up to and including no participation.
2. If the student is unable to participate without modification, [Absence Makeup Rules](#) will apply.

If the accommodation's length is more than 2 weeks:

1. The school nurse will contact the Student Services department to assign the student to a Study Hall (GBN) or Restricted SRT (GBS).
2. All missed work for medicals lasting more than 2 weeks will be marked as exempt.
3. A student missing more than half of the grading period will receive an "M" for a grade that semester.

For all accommodations:

1. The end of the student's medical accommodation is determined by a medical letter that meets the previously stated criteria. The exemption will either end when the minimum length of exemption expires or on the student's next follow-up appointment date.
2. To have a medical exemption extended or shortened, please provide an updated medical letter that meets previously stated criteria. The medical letter should specify that the student can resume physical education participation.

It should be noted that a student receiving a medical accommodation for physical education cannot participate in any school sponsored athletic or performance-based activity.

Students Receiving a Medical Accommodation During a Swimming Unit

Students will continue to attend class but only participate to the extent allowed under the modifications provided in the medical letter.

If a student has a medical accommodation specific to swimming (e.g., chlorine allergy), the student will be required to participate in an alternate activity. This same approach will be used for students who cannot swim for religious reasons.

If a student has a medical accommodation due to menstruation, the following conditions apply:

1. The student must provide a note from a parent/guardian stating that the student cannot participate due to menstruation. If a student does not have a note, they can provide one for the following class.
2. The student will participate in an alternate activity.
3. If a student has provided a note excusing them from swimming and chooses NOT to participate in the alternate activity assigned by the teacher, the resulting grade will be a “zero” and cannot be made up.

PE Absence Makeup Rules

Students can make up an absence for credit in accordance with [Section 2.40](#) of this handbook.

Regardless of the type of makeup, students must fill out a makeup card/Google form and have it approved by a PE teacher or fitness center staff member who witnessed the makeup work being performed. If a card is used, it should be returned to the student’s PE teacher to receive credit for missed work.

If a student has a medical exemption for Physical Education or does not participate in Physical Education, the student CANNOT participate in extracurricular activities for that corresponding duration.

Students must change into a full PE uniform to make up a class. Students who do not change into a full PE uniform will not receive credit.

The following conditions apply:

1. Preferred Makeup

Students are encouraged to make up missing work within a PE class (of the same type that was missed) during the school day during an SRT or otherwise free period, or during lunches A/B. PE makeups must be completed within 15 school days from the day the student returns to school; if the makeup is not completed within this time frame, the grade remains 0 points.

2. Alternative Makeup

In the event the aforementioned makeup option cannot be utilized (i.e. no same course offered during a given block), then, and only then, can the following options be utilized with the approval of the PE teacher:

a. Before School

- Join an Early Bird PE Class (7:05 - 7:45 a.m.).
- Complete an independent makeup in the Fitness Center (during the Fitness Center’s operating hours).

- b. During School
 - Complete an independent makeup in the Fitness Center during an SRT or otherwise free period, or during lunches A/B.
 - c. After School
 - Complete an independent makeup in the Fitness Center (during the Fitness Center's operating hours).
 - d. Other Options
 - Students unable to make up a class before, during, or after school should contact their teacher for an alternative fitness-based makeup opportunity.
 - These activities may include but are not limited to: utilizing fitness tracking technologies (e.g., Map My Run, LFCconnect, Polar GoFit); providing documentation of physical activity pre-approved by the teacher.
3. **Exempted Absence**
- Exempted absences are not required to be made up. Examples of exempted absences include, but are not limited to:
- a. Attending a school-sponsored field trip;
 - b. Attending an in-school college visit (limit of the equivalent of one block or 90 minutes per semester; Seniors only);
 - c. Attending a school-sponsored athletic event;
 - d. Attending a meeting (e.g., IEP/504, counselor, dean);
 - e. Taking a school test (e.g., AP exam);
 - f. Medical exemption from a doctor lasting longer than 2 calendar weeks;
 - g. Bereavement leave; or
 - h. Religious observance.

Cross Reference:

[Board Policy 6:310, Credit for Alternative Courses and Programs, and Course Substitutions](#)
[Board Policy 7:260, Exemption from Physical Education](#)

2.90 - Credit for Non-District Experiences, Course Substitutions and Accelerated Placement

Credit for Non-District Experiences

1. Correctional Institution Educational Programs
 - a. Students may receive credit toward graduation requirements for the completion of educational programs approved by the Illinois State Board of Education that are conducted by the Illinois Department of Corrections.
 - b. Letter grades received from these programs will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed prior to enrollment in the school district.
2. Home and Hospital Instruction
 - a. Students may receive credit toward graduation requirements through enrollment in homebound or hospital-bound instruction, in accordance with [Board Policy 6:160, Home and Hospital Instruction](#).

- b. Letter grades received from these types of instruction will be recorded on a student's transcript, and will be counted in the student's GPA.
3. Online Courses and Post-Secondary Institution Instruction
- a. Students may receive credit toward graduation requirements through enrollment in a course, subject to the conditions in paragraphs 3.b. and 3.c. below.
 - b. School District Placement Enrollment
 - i. Students who are placed by the school district in an online course will earn credit for successful completion of the course. Such courses will be recorded on a student's transcript, but will not be counted in the student's GPA.
 - c. School District-Approved Enrollment
 - i. Students who elect to enroll in an online course must obtain prior approval to take that course for credit through the process defined by the Principal or designee. In determining whether enrollment is appropriate for the student, the Principal or designee shall consider factors including:
 - 1. The availability and similarity of the courses provided by the school district;
 - 2. The ability of the student to access the school district's courses;
 - 3. The number of credits needed by the student to meet graduation requirements;
 - 4. The age of the student; and
 - 5. The availability and similarity of summer school courses provided by the school district.
 - ii. Students can only take a maximum of two units of credit (4 classes) through enrollment in online courses and post-secondary institution course credit.
 - iii. All expenses involved in an online course enrollment shall be the responsibility of the enrolling student.
 - 1. The Principal or designee of the respective school may recommend exceptions for extraordinary circumstances to the Superintendent.
 - 2. The Superintendent has the authority to approve or deny the exception.
 - iv. Letter grades received from online courses under this paragraph 3.c. will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed online.
4. Non-Glenbrook School District Summer Courses
- a. Students may receive credit toward graduation requirements through enrollment in a non-school district summer course.
 - b. Students who elect to enroll in a non-school district summer course must obtain prior approval to take that course for credit through the process defined by the Principal or designee. In determining whether enrollment in such course is appropriate for the student, the Principal or designee shall consider factors including:
 - i. The availability and similarity of the courses provided at the school district;
 - ii. The ability of the student to access the school district's courses;
 - iii. The number of credits needed by the student to meet graduation requirements;
 - iv. The age of the student; and
 - v. The availability and similarity of summer school courses provided by the school district.

- c. Letter grades received from these non-school district summer courses will be recorded on a student's transcript, but will not be counted in the student's GPA. These courses will be noted with an asterisk (*) on the transcript containing an explanation that the course was completed in a non-school district program.

Apprenticeship/Internship Program

A student in grades 9-12 who is 16 years or older may satisfy one or more high school courses (including physical education) or graduation requirements by successfully completing a registered apprenticeship program listed by the school district. Students may find a registered, but not listed, apprenticeship program with a business or organization if a registered apprenticeship program is not offered in the school district.

Cross Reference:

[Board Policy 6:310, Earning Credit Toward Meeting Graduation Requirements](#)

2.91 - Accelerated Placement

The District provides an Accelerated Placement Program (APP) as required by the Accelerated Placement Act (105 ILCS 14A-32) in accordance with guidance from the Illinois State Board of Education. To meet the needs of all students, the APP will be phased in starting with the class of 2029 during the 2025-26 school year. As part of the phased-in approach:

- Additional honors-level courses that did not previously exist will be developed and offered to eligible students;
- Courses historically known as "honors" will retain the established Glenbrook definition of honors and maintain the 5.0 weighted grade scale and labeled "enriched honors"; and
- Beginning with the class of 2029, we will offer both "enriched honors" at the 5.0 weighted grade scale and additional courses labeled "accelerated honors" at the 4.5 weighted grade scale.

Glenbrook utilizes the PreACT and ACT assessment system as the nationally-normed assessment for determining automatic, accelerated placement. If a student meets or exceeds standards based on the applicable assessment, the District will automatically place that student into an accelerated level of a course. Guardians have the opportunity during the course selection process to decline any automatic, accelerated placement.

Cross Reference:

[6:135 Policy, Accelerated Placement Program](#)

2.95 - High School Graduation Requirements

To graduate from high school, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements.
2. Completing all District graduation requirements that are in addition to State graduation requirements.
3. Passing an examination on patriotism and principles of representative government, proper use of the flag, methods of voting, and the Pledge of Allegiance.
4. Participating in the State assessment required for graduation.

Required Units of Credit	
English	4.0
Mathematics Algebra (required) Geometry (required)	3.0
Science	2.0
Social Studies Civics (required) U.S. History (required)	2.0
Physical Education	3.5
Health	0.5
Career and Technical Education	0.5
Consumer Education	0.5
Driver Education	0.25
Fine Arts	0.5
Electives	7.25
Total	24.0

State Graduation Requirements

1. Four years of language arts.
 - a. Two years of writing intensive courses, one of which must be English and the other of which may be English or any other. When applicable, writing-intensive courses may be counted towards the fulfillment of other graduation requirements.
2. Three years of mathematics, one of which must be Algebra I and one of which must include geometry content and one of which may be an Advanced Placement computer science course.
3. Two years of science.
4. Two years of social studies, of which at least one year must be history of the United States or a combination of history of the United States and America.
 - a. Within the two years of social studies requirement, one semester of civics is required.
5. One year chosen from music, art, world language, career and technical education, or speech and debate.
 - a. A speech course used to satisfy the course requirement for language arts may not be used to satisfy this course requirement.
6. One semester of health education.
7. Physical education classes.

8. A course covering American patriotism and the principles of representative government, as enunciated in the American Declaration of Independence, the Constitution of the United States of America and the Constitution of the State of Illinois, and the proper use and display of the American flag.
9. Nine weeks of consumer education.
10. For students first entering high school in the 2022-23 school year, one year of a course that includes intensive instruction in computer literacy, which may be English, social studies, or any other subject and which may be counted toward the fulfillment of other graduation requirements.

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program (IEP) or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent/guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

1. File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.
2. File a waiver indicating that the parent/guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent/guardian any support or assistance necessary to comply with this requirement.

A school district may award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, the student's parent/guardian in filing an application or a waiver.

Cross Reference:

[Board Policy 6:300, Graduation Requirements](#)

2.96 - Early Graduation

Upon application, the Board of Education may authorize early graduation for students who have met the following criteria:

1. Satisfied all requirements for graduation as defined by [Board Policy 6:300, Graduation Requirements](#).
2. Demonstrated that an alternative to continuing the student's high school education would be more productive and in the student's best interest.
3. Have parental/guardian permission for early graduation, for students under 18 years of age as of the date of graduation.

Application Process for Early Graduation

1. After discussing these needs with their school counselor, a student may obtain an early graduation application and submit it to the counselor.

2. The application for early graduation (6 or 7 semesters) should be made through the student's counselor by May 1st of the previous year of your expected graduation date.

A faculty committee chaired by the Assistant Principal of 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 whether the petitioner fulfills the criteria above. Requests for early graduation recommended for approval by the Principal and the Superintendent will be submitted to the Board of Education for consideration for approval or denial.

As part of the application procedure, the student and the student's parent/guardian shall be required to certify that the student will remain in attendance in the school district through the conclusion of the student's last semester prior to early graduation. Exceptions to this requirement must be approved by the Principal and Superintendent or designee.

If a student is approved for early graduation, they are considered part of that graduating class and are eligible for participation in all senior activities, senior final exam exemption and honors and awards.

Cross Reference:

[Board Policy 6:300, Graduation Requirements](#)

2.97 - 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 minimum criteria for a student who has completed three full semesters at a Glenbrook high school to be designated as a Glenbrook Scholar is the following:

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

Glenbrook Scholar Required GPA**	
Weighted GPA Minimum <u>AND</u>	4.50
Unweighted GPA Minimum	3.50

* Requirements may be fulfilled through an approved exemption.

** GPA is calculated upon completion of the 7th semester.

2.100 - Home and Hospital Instruction

A student who is absent from school, or whose physician, physician assistant or licensed advance practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to three months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
 - a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
 - b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school in writing that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction.

Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.

For information on home or hospital instruction, contact:

- Glenbrook North High School
 - Mrs. Amy Neubauer, Home and Hospital Instruction Coordinator
 - gbn-homehospital@glenbrook225.org
 - Dr. Lauren O'Malley, Assistant Principal of Student Services
- Glenbrook South High School
 - Mrs. Valerie Castaneda, Home and Hospital Instruction Coordinator
 - gbs-homehospital@glenbrook225.org
 - Ms. Aracely Canchola, Assistant Principal of Student Services

Cross Reference:

[Board Policy 6:160, Home and Hospital Instruction](#)

Chapter 3 - Student Fees and Meal Costs

3.10 - Fees, Fines & Charges; Waiver of Student Fees

To support the operation of the school district, the Board of Education annually establishes a schedule of student fees:

1. All students attending Glenbrook High Schools, or receiving educational services through the school district may be assessed general fees (e.g., registration, instructional materials fees).
2. Additional fees may be assessed to students that utilize optional services made available.
3. Unless otherwise approved by the Board, individual student fees shall not be charged for any class. This policy does not preclude the required purchase of usable items that become the property of the student when such items have been approved by the Principal or designee.

Parents/guardians are notified when fees have been applied to a student's financial account, and are provided with instructions on how to resolve any outstanding balances.

All in-person collection of student fees are processed through the bookstore or using an online processing system.

In the event that a student's careless usage, misconduct, or violation of instructions or established rules and regulations results in damage to district property, the student shall be held responsible for payment to restore or replace the damaged property.

In the event that a student loses district property, the student shall be held responsible for payment to replace the lost property.

All costs associated with property damage or loss shall be recorded as an obligation on the student's financial account. Parents/guardians shall be notified when fines have been applied to a student's financial account, and be provided with instructions on how to resolve any outstanding balances.

Financial Assistance Program (Free/Reduced Lunch)

It is the policy of the Board of Education to offer free and reduced-price meals and other appropriate student fee waivers to students of low income families. To this end, the Board shall maintain a student financial assistance program for which families can apply on an annual or as-needed basis.

Financial assistance consists of two classifications: free and reduced. Students eligible for either of these classifications will receive access to the following benefits:

1. Reduced Benefits
 - a. Waiver of the Chromebook fee, instructional materials fee, and the registration fee;
 - b. Lunch and breakfast (if available) at a reduced price;
 - c. Loaned graphing calculator at no cost (for enrollment in designated math courses);
 - d. PE uniform and heart rate monitor strap at no cost;
 - e. PE lock at no cost (one lock the first year the student qualifies for assistance);
 - f. Graduation cap and gown at no cost;
 - g. Waiver of course fees;
 - h. Waiver of AP examination fees;

- i. Course field trip fees waived as outlined in [Board Policy 6:240, Student Trips](#) except for travel outside adjacent states and any trip that requires an overnight stay; and
 - j. Bus pass at 50% of the Board-approved fee for not more than one student.
2. Free Benefits
- a. All of the reduced benefits above and
 - b. Lunch or breakfast (if available) at no cost;
 - c. Bus pass at no cost;
 - d. Activity pass at no cost;
 - e. Yearbook at no cost; and
 - f. Summer school tuition at no cost.

No other items will be provided at the Board of Education expense.

A student's eligibility for free and reduced benefits including free and reduced price meals is determined by the income eligibility guidelines and family-size income standards, set annually by the U.S. Department of Agriculture. The Superintendent or designee shall also have the authority to approve eligibility for free and reduced benefits in extenuating circumstances such as a significant loss of income due to severe illness or injury in the family or unusual expenses such as fire, flood, or storm damage.

To receive free and reduced benefits, a parent/guardian will need to submit a completed application for the student financial assistance program ([glenbrook225.link/SFAP](#)). A new application shall be required each school year.

No student will be discriminated against because of race, color, national origin, age, sex, handicap or any other legally protected class. No physical segregation or any other form of segregation will occur for any student because of the student's receipt of student aid. No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents/guardians are unable to purchase instructional materials or pay required fees.

Cross-references:

[Board Policy 4:110, Student Transportation Between Home and School](#)

[Board Policy 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

[Board Policy Procedures 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

[Board Policy 4:141, Student Fees, Fines & Assessments](#)

3.20 - School Lunch Program

Breakfast is served every school day from 7:00 a.m. to 10:00 a.m. Lunch is served every school day from 11:15 a.m. to 1:45 p.m.

The school district has partnered with Quest Food Management Services to provide meals and ala carte items to students. Information about the food service program can be accessed from Quest's website ([glenbrook225.link/Quest-Food-Services](#)).

Free or reduced price meals are available for qualifying students. For more information see [Section 3.10](#).

Cross References:

[Board Policy 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

[Board Policy Procedures 4:140, Free and Reduced Price Food Services and Waiver of Student Fees](#)

Chapter 4 - Transportation and Parking

4.10 - Bus Transportation

As a township high school district, Glenbrook High School District 225 is not required to provide free transportation services to students, unless required as part of an IEP. Glenbrook High School District 225 has entered into an agreement with Safeway Transportation to provide bus transportation to families that purchase an annual bus pass.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, the student's Dean will investigate and handle student bus problems. Students and parents/guardians are urged to report to the Dean's Office any actions by a student and/or driver which violate safety considerations.

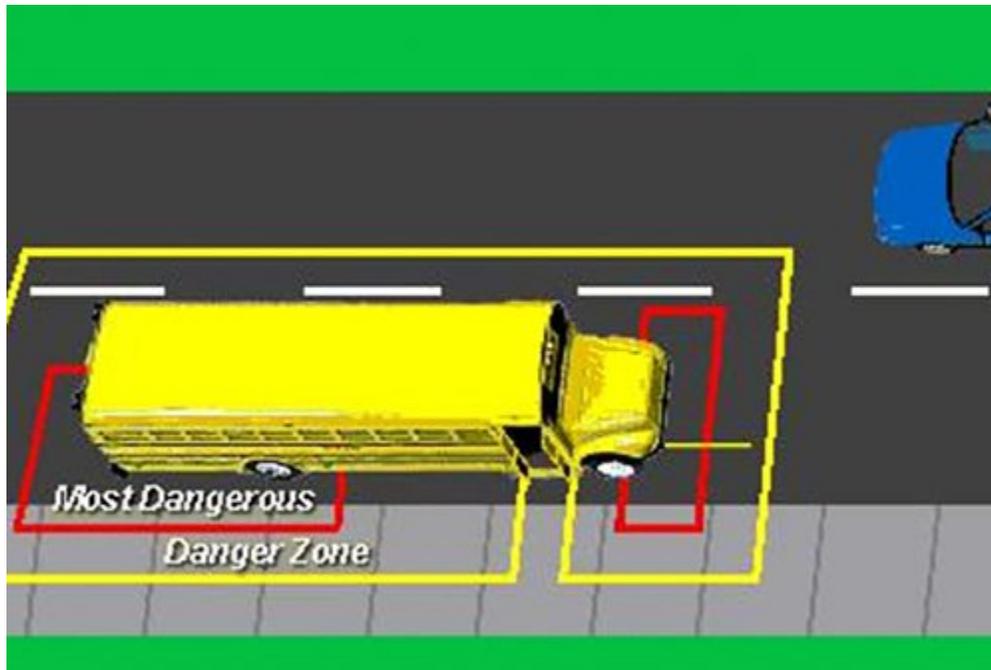
Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent/guardian to notify the school that the student does not have alternative transportation to school.

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

1. Be aware of moving traffic and pay attention to your surroundings.
2. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
3. Arrive on time at the bus stop, and stay away from the street while waiting for the bus. The after-school bus leaves promptly at 3:30 pm.
4. Stay off the road at all times while waiting for the bus and stay away from the bus until it stops completely and the driver signals you to board. Enter in a single file without pushing. Always use the handrail.
5. Take a seat right away and remain seated facing forward at all times. Keep your hands, arms, and head inside the bus. Do not throw anything out of the bus window.
6. Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones
7. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating, drinking and smoking/vaping are not allowed on the bus.

8. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
9. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
10. Remain in the bus in the event of a road emergency until instructions are given from the driver.
11. Never tamper with the bus or any of its equipment.
12. Animals are not permitted on the bus.
13. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
14. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
15. Never run back to the bus, even if you dropped or forgot something.



Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

For questions regarding school transportation issues, contact the First Student liaison, at (847) 486-4709 or by e-mail at firststudent@glenbrook225.org.

Purchasing a Bus Pass

Bus passes can be purchased online through the PowerSchool Parent Portal, or at the bookstores. For step-by-step instructions on how to purchase a bus pass, please visit our Purchasing a Bus Pass Online web page (glenbrook225.link/Purchasing-Bus-Pass).

Bus Routes

Bus routes and stops are created using the addresses of students that purchase their bus pass by August 1st. If your student will be riding the bus this year, we strongly encourage your family to purchase their pass before August 1st to benefit from a more convenient bus stop. Families seeking to purchase a bus pass after August 1st will be assigned to an existing route only if space is available (exemptions cannot be made to this guideline).

Bus routes are available online for [Glenbrook North \(gbn.glenbrook225.link/Bus-Routes\)](http://gbn.glenbrook225.link/Bus-Routes) and [Glenbrook South \(gbs.glenbrook225.link/Bus-Routes\)](http://gbs.glenbrook225.link/Bus-Routes). On late arrival days, buses run approximately 1.5 hours later than the normal schedule.

Assistance with Bus Service

Contact the First Student liaison, at (847) 486-4709 or by e-mail at firststudent@glenbrook225.org.

Cross Reference:

[Board Policy 4:110, Student Transportation Between Home and School](#)

[Board Policy 4:170, Safety and Security](#)

[Board Policy 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)

4.15 - Bus Conduct

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the Principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent/guardian to notify the school that the student does not have alternate transportation.

Cross-references:

[Board Policy 4:110, Student Transportation Between Home and School](#)

[Board Policy 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)

4.20 - Parking

Parents/guardians of juniors and seniors are eligible to apply for a parking permit. Parking permit applications are typically made available in April for the upcoming school year. Due to the limited number of parking spaces, not all parents/guardians who complete an application will receive a parking permit for their student. (For students at Glenbrook South, there are 500 parking spaces in the west lot and 170 parking spaces in the north lot. For students at Glenbrook North, there are 619 parking spaces.)

At the beginning of August, both schools will send students and their parents/guardians instructions on picking up their parking permits. Students are subject to the following rules and regulations, in addition to others included in Board Policy or this handbook:

1. All students must purchase a parking permit if they plan to park on campus during the school day.
2. All outstanding student fees must be paid in full before obtaining a parking permit.
3. Schools will utilize parking stickers that must be installed on the passenger-side windshield. As a reminder, parking permits are non-transferable, and a student who requires a replacement must pay a \$25.00 replacement fee in the bookstore prior to receiving the replacement.
4. Parking permits are non-transferable. A student who needs to purchase an additional permit will be charged a \$25.00 fee.
5. Permit face, color, lettering, numbers, etc., must not be tampered with.
6. Students may park their vehicles only in designated student parking stalls and lots during regular hours. Vehicles may not be parked overnight without approval of the Assistant Principal of Deans or designee.
7. Students may not park in staff or visitor spaces.
8. Any vehicle parked in a Handicapped Only parking space without a state issued placard, or in a fire lane (which includes the area at each end of a row of parking denoted by a semi-circle) will be subject to Deans' Office consequences along with the appropriate penalties as assigned by the local police department.
9. Students may not park over the yellow parking space lines, resulting in utilizing multiple parking spaces.
10. All State of Illinois driving regulations must be followed on campus. Parking lot speed is 5 MPH.
11. Vehicles should be driven safely and must yield to pedestrians.
12. "Cruising" the parking lot and loitering in or about vehicles before, during, or after school hours is prohibited.
13. Parking on school property is not a property right but a privilege for a student. The Deans' Office reserves the right to regulate the use of the parking lot. Only students who have been issued proper parking permits or temporary permits may utilize designated parking lots during school hours.
14. [Board Policy 4:171, Traffic and Parking Controls Plan](#) authorizes the Deans' Office to conduct routine inspections of student parking lots and searches of privately owned vehicles parked in the student parking lots. The Deans' Office has the right to search any vehicle parked on school property if reasonable suspicion exists of a violation of school rules and local, state, or federal laws. Such an inspection may be conducted without notice, without student consent, and without a search warrant.
15. Unoccupied vehicles must be locked at all times. School insurance policies and coverage do not cover damage or harm to privately owned vehicles. Vehicle owners assume all losses to a privately owned vehicle parked on campus.

16. Failure to follow the above guidelines may result in:
- a. A sticker placed on the vehicle's window, indicating that the vehicle is not authorized to park in the lot, or has been parked improperly;
 - b. The vehicle being towed and/or relocated at the owner's expense;
 - c. The loss of parking privileges, and forfeiture of a parking permit with no reimbursement of paid fees; and/or
 - d. Additional Deans' Office consequences.

If you have any questions regarding the parking permit program, please contact the Assistant Safety and Security Manager.

The school is not responsible for student vehicles, any possessions left in them, or anything attached to the vehicles. **STUDENTS PARK THEIR VEHICLES ON OR NEAR SCHOOL PROPERTY AT THEIR OWN RISK.** Students should be aware their vehicles are not protected in any way while in the parking lot, and items of value should not be left in or near the vehicle while unattended.

Students have no reasonable expectation of privacy in cars parked on school grounds. This also applies to vehicles driven to school-sponsored events such as dances (e.g., limo, party bus). School lots are regularly searched by contraband dogs, administration, and police officers. Students should be aware that items and spaces on school grounds are subject to search and view by others, and that prohibited items discovered during the course of a search may result in discipline, including, but not limited to, expulsion from school.

Video cameras may be active in parking lots and may be used for the purposes of investigation into student misconduct. Discipline for misconduct includes all disciplinary measures in the student discipline code and/or withdrawal of parking privileges.

Cross-references:

[Board Policy 4:170, Safety and Security](#)

[Board Policy 4:171, Traffic and Parking Controls Plan](#)

Chapter 5 - Health and Safety

5.10 - Immunization, Health, Eye & Dental Examination

Required Health Examinations and Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering the ninth grades; and
2. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Health examination must include the following:

1. Proof of immunization against meningococcal disease is required for students in grade 12.
2. A diabetes screening must be included as part of the health exam (though diabetes testing is not required).
3. Beginning with the 2017-2018 school year, an age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to that student's parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year.

Dental Examination

All students entering ninth grade must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months.

Medical Examination Exemptions

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the Principal a signed statement explaining the objection;
2. Religious grounds if the student's parent/guardian presents to the Principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;

4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

Cross Reference:

[Board Policy 7:100, Health, Eye, and Dental Examinations; and Exclusion of Students](#)

5.20 - Student Medication

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a [School Medication Authorization Form - Prescription Medications](#) (glenbrook225.link/Prescription-Medication-Authorization).

Parents/guardians may authorize a school nurse to provide over-the-counter medication such as Advil or Tylenol by completing the [School Medication Authorization Form - Over the Counter Medications](#) (glenbrook225.link/Over-the-Counter-Medications). Please note that this form requires the approval of the student's healthcare provider.

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Self-Administration of Medication

A student may possess an epinephrine auto-injector (EpiPen®), asthma medication, and/or diabetes medication prescribed for use at the student's discretion, during the school day or at after-school activities. On a case-by-case basis, a student may possess additional medications for appropriate use, so long as such medications have been first:

1. Reviewed by the administration;
2. The student's parents/guardians has completed and signed a School Medication Authorization Form - Self Carry and Administer Prescription Medications (glenbrook225.link/Self-Carry-Medications).
3. The Superintendent or designee has ensured that an Emergency Action Plan has been developed for each self-administering student.

An Emergency Action Plan means:

1. An asthma action plan;
2. An individual health care action plan;
3. An allergy emergency action plan;
4. A plan pursuant to Section 504 of the federal Rehabilitation Act of 1973; or
5. A plan pursuant to the federal Individuals with Disabilities Education Act.

Students who are diabetic may possess and/or self-administer diabetic testing supplies, equipment, and insulin if authorized by the student's diabetes care plan (glenbrook225.link/Diabetes-Care-Plan), which must be on file with the school.

Students with epilepsy may possess and/or self-administer supplies, equipment and medication, if authorized by the student's seizure action plan (glenbrook225.link/Seizure-Action-Plan), which must be on file with the school.

Students may self-administer other medications required under a qualified plan, provided the student's parent/guardian has completed and signed a School Medication Authorization Form - Self Carry and Administer Prescription Medications (glenbrook225.link/Self-Carry-Medications).

The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication. A student's parents/guardians must indemnify and hold harmless the Board of Education, the School District, and the District's employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Administration of Medical Cannabis

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products while at school and school events. Please contact the Certified School Nurse for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because the student requires administration of the product during school hours.

Cross-References:

[Board Policy 7:270, Administering Medication to Students](#)

Undesignated Medications

The school may maintain the following undesignated prescription medications for emergency use: (1) Asthma medication; (2) Epinephrine injectors; and (3) Opioid antagonists. No one, including without limitation, parents/guardians of students, should rely on the school or district for the availability of undesignated medication. This procedure does not guarantee the availability of undesignated medications. Students and their parents/guardians should consult their own physician regarding these medication(s).

Emergency Aid to Students

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Cross-References:

[Board Policy 7:270, Administering Medication to Students](#)

5.21 - Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan (glenbrook225.link/Diabetes-Care-Plan) must be submitted to the nurse's office. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
3. Sign the Diabetes Care Plan.
4. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Nurse's Office at the student's home school:

- Glenbrook North High School
 - (847) 509-2551
- Glenbrook South High School
 - (847) 486-4848

5.22 - Students with Food Allergies

State law requires the school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the Nurse's Office at the student's home school:

- Glenbrook North High School
 - (847) 509-2551
- Glenbrook South High School
 - (847) 486-4848

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If a student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that the student can access education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Cross Reference:

[Board Policy 7:252, Food Allergy Management Program](#)

5.30 - School Counseling

The Student Services department at each school provides comprehensive programs and services to promote academic, social/emotional, and post-high school planning. Student Services professionals work in partnership with other educators, parents/guardians, and community organizations to support the needs of all students throughout their high school career and beyond.

Student Support Team (SST) members include deans, counselors, social workers, and school psychologists. These multidisciplinary teams engage in a structured problem-solving process to identify students who need assistance, plan and implement academic and behavioral interventions, and monitor students' progress. As part of this process, SST members analyze school-wide achievement data, discipline and attendance records, and social-emotional screening data. SST members consult on an ongoing basis with students, teachers, and families to ensure success for all students.

School counselors are student advocates who support students in identifying and achieving their academic, post-high school/career, personal and social-emotional goals throughout their high school career. Counselors assist with creating a personalized learning plan (PLP), monitoring academic progress, assisting with post-high school planning by helping students explore their abilities, strengths, interests, and talents, advocating for students, providing access to resources, and supporting students' social-emotional development.

School social workers are student advocates who support students by providing individual and group counseling services, crisis assessment and intervention services, and addressing barriers to learning. They connect students and families with school and community resources and help them understand school policies, services, and programs.

School psychologists are student advocates who support students by providing direct support and interventions to students, and consult with teachers, families, and other school-employed mental health professionals (i.e., school counselors, and school social workers) to improve support strategies. They collaborate with community providers to coordinate needed services and conduct psychological and academic assessments to improve academic achievement and social-emotional functioning.

Under Illinois law, any student 12 years of age or older may receive counseling services without consent of the student's parent/guardian. However, until the consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

5.40 - Safety Drill Procedures

Safety drills will occur at times established by the school building. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather drill, a minimum of one (1) law enforcement lockdown drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

Cross-References:

[Board Policy 4:170. Safety and Security](#)

5.50 - Communicable Disease

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

1. Parents/guardians 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/guardian.
3. The school will provide written instructions to the parent/guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent/guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

Cross-References:

[Board Policy 7:280, Communicable Diseases](#)

5.60 - Head Lice

The school will observe the following procedures regarding head lice.

1. Parents/guardians are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent/guardian.
3. The school will provide written instructions to parent/guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent/guardian brings the student to school to be checked by the school nurse or Principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

5.70 - Targeted School Violence Prevention Program

Threats and acts of targeted school violence harm the District's environment and school community, diminishing students' ability to learn and a school's ability to educate. Providing students and staff with access to a safe and secure environment is an important goal of the School and District. While it is not possible to completely eliminate threats, the School and District maintain a Targeted School Violence Prevention Program and a Threat Assessment Team to reduce these risks to its environment.

Parents/guardians and students are encouraged to report any expressed threats or behaviors that may represent a threat to the community, School, or self. Reports can be made to any school administrator, law enforcement authorities, or the Safe2Help Illinois helpline (www.safe2helpil.com/).

Students and parents/guardians are urged to participate in behavioral threat assessment and intervention programs if the Behavioral Threat Assessment Team believes that intervention is necessary to prevent a student from harming themselves or others. Regardless of such participation, the threat assessment process will continue in order to ensure a safe and caring learning environment for all.

For further information, please contact the Associate Principal of Student Support, or the Director of Student Support.

Cross References:

[Board Policy 4:190, Targeted School Violence Prevention Program](#)

5.80 - Students Who Are Parents, Expectant Parents, or Victims of Domestic or Sexual Violence

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school and District goals and are required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or others service providers, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Principal, Associate Principal, Assistant Principal, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person

Any student or parent/guardian with a concern should contact:

- Dr. Lara Cummings, Assistant Superintendent of Student Support

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Building Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Chapter 6 - Discipline and Conduct

6.10 - Conduct Jurisdiction

The grounds for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, any district property before, during, or after school hours or at any time.
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school.
3. At any school or District-sponsored or related activities, performances, extracurricular and athletic events.
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.
5. Traveling to or from school or a school activity, performances, function, event, extracurricular and athletic events on school-supplied or sanctioned transportation.
6. During school field trips or overnight travel.
7. 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.
8. During periods of remote learning.

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 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.

6.20 - School Dress Code

The dress code is designed to honor the dignity and ensure the belonging of all students, allowing students to express their individuality while ensuring that attire does not interfere with the orderly operation of the school, or the health, safety, or education of any student. This approach underscores the district's commitment to fostering an inclusive environment where all students feel valued. Through the use of explicit language, the dress code equips students, families, and staff with a shared understanding of daily expectations.

Dress code enforcement is not intended to create, foster, or reinforce discrimination against or marginalization or oppression of any individual or group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, viewpoint, opinion, or body type/size. Clothing worn during the school day and at all school-sponsored events (home or away) must provide reasonable coverage.

Students Must Wear

1. A shirt or equivalent (with fabric in the front, back, and on the sides under the arms);
2. Pants or equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts); and
3. Shoes.

Students May Wear

1. Hats, bandanas, and wave caps;
2. Religious headwear and attire;
3. Ripped pants/jeans/shorts, as long as underwear and buttocks are not exposed;
4. Tank tops, including spaghetti straps or halter tops; or
5. Visible waistbands or visible straps on undergarments worn under other clothing.

Students Cannot Wear

1. Violent, gang related and/or vulgar language or images;
2. Images or language depicting or marketing drugs, tobacco, alcohol, weapons, any illegal item or activity, or items that cannot be legally purchased or possessed on school property;
3. Hate speech, profanity, sexual themes, or pornography;
4. Accessories that could be considered dangerous or could be used as a weapon;
5. Any item that obscures the face including hoods and ski mask-type coverings, except when worn as part of religious observance, for health purposes, or due to inclement weather when outdoors;
6. Clothing or jewelry deemed a health or safety hazard by staff;
7. Undergarments or swimwear (bikini tops) worn alone, outside of the pool setting; or
8. Any item that is in violation of any statutes, regulations, or Board Policies.

The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

The Principal or designee is the final authority for determining the appropriateness of a student's appearance.

Cross Reference:

[Board Policy 7:160, Personal Appearance](#)

[Board Policy 7:190, Student Behavior, Misconduct, Rights, and Responsibilities](#)

6.30 - Student Behavior

General Expectations

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Failure to comply with reasonable directions or requests of members of the staff in the performance of their duties while on school premises or at school affairs off school premises.
2. 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.
3. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.

4. Entering school property or a school facility without proper authorization.
5. Without a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school buses or at any school activity.
6. Being involved with any public school fraternity, sorority, or secret society.
7. Being involved in a gang or engaging in gang-like activities, including:
 - a. wearing, possessing, distributing or displaying gang symbols or paraphernalia.
 - b. use of either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang.
8. Threats of harm to persons or property, or speech or action clearly inciting to immediate physical violence including aggressive behavior/bullying.
9. Violating any public criminal law, including but not limited to, assault, battery, arson, theft, destruction of property, gambling, eavesdropping, pranks, vandalism and hazing.
10. Sales, distribution, possession, or being under the influence of any illegal substance while on school premises or at any school-sponsored event.
11. Possession of dangerous weapons, including firearms, ammunition, knives, blackjacks, chains, chemicals, chemical sprays, explosives and other dangerous objects or offensive substances.
12. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to:
 - a. be a threat or an attempted intimidation of a staff member.
 - b. endanger the health or safety of students, staff, or school property.
13. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel that could be reasonably interpreted as threatening to the safety and security of the threatened individual.
14. Forgery, alteration, as well as use, receipt or possession of school documents without proper authority.
15. Engagement in academic dishonesty such as intentional plagiarism, giving or receiving help during an achievement examination, obtaining copies of tests or scoring.
16. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
17. Engaging in teen dating violence.
18. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the Principal.

Games

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

Hallways

All students in the hallways after the passing period must have an authorized pass. Students must obtain an authorized pass from a teacher or supervisor before entering the hallways after the passing period has ended. Students entering the hallways from the cafeterias must dispose of any food/drink before leaving

the cafeteria. While in the hallways, students are not permitted to consume or have food/drink in their possession for any reason.

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 staff who are present. Students that do not follow directions for attendance or assigned seating during assemblies may be considered unexcused for the block.

6.31 - Smoking and Nicotine Delivery Devices

1. Smoking or any use or possession of any form of nicotine is not permitted by students in areas described under the jurisdiction outlined in [Section 6.10](#).
2. "Tobacco" and/or "tobacco product" 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.
3. A student shall be considered in violation of this policy, when the student is observed:
 - a. Holding a lit or unlit cigarette, tobacco product, or alternative tobacco product or any cartridge or component of an alternative tobacco product.
 - b. Throwing away a cigarette.
 - c. Exhaling smoke or vapor from the mouth or nose.
 - d. Placing any tobacco or alternate tobacco products in the mouth or nose.
 - e. Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke or vapor is emanating.
 - f. Possessing a tobacco product, an alternative tobacco product or any cartridge or component of an alternative tobacco product.
4. Students engaged in the use or possession of other forms of nicotine will be subject to any of the disciplinary measures outlined in [Section 6.35](#) including potential suspension or expulsion. In addition, the following support will be provided:
 - a. 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
 - b. Telephone the student's parents/guardians and inform them of the infraction, the penalty, and of the potential penalties for future infractions; and
 - c. Mail or e-mail (when an e-mail address has been provided by the parents/guardians) a copy of the referral form and a copy of the smoking policy to the student's parents/guardians.

Cross Reference:

[Board Policy 7:193 Student Smoking and Tobacco](#)

6.32 - Illegal Substances and Paraphernalia

Illegal substances or paraphernalia as defined by state law, local ordinance or board policy are not permitted by students in areas described under the jurisdiction outlined in [Section 6.10](#) of this handbook. Students may be disciplined for misconduct, including but not limited to the following:

Using, possessing, distributing, purchasing, selling or offering for sale:

1. Any illegal drug, controlled substance, or cannabis (including marijuana, hashish, and medical cannabis unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law).
2. Any anabolic steroid unless it is being administered in accordance with a physician or licensed practitioner's prescription.
3. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician or licensed practitioner's prescription.
4. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician or licensed practitioner's instructions.
5. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited unless the student is authorized to be administered a medical cannabis infused product under Ashley's Law.
6. Any inhalant, regardless of whether it contains an illegal drug or controlled substance:
 - a. that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - b. about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
 - c. the prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
7. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one:
 - a. that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy.
 - b. 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 drug, controlled substance or other substance that is prohibited by this policy.
8. Drug paraphernalia, including devices that are or can be used to:
 - a. ingest, inhale, or inject cannabis or controlled substances into the body.
 - b. grow, process, store, or conceal cannabis or controlled substances.
9. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is:

1. On the student's person.
2. Contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile.
3. In a school's student locker, desk, or other school property.
4. At any location on school property or at a school-sponsored event.

5. In the case of drugs and alcohol, substances ingested by the person.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

Students engaged in the use or possession of illegal substances will be subject to any of the disciplinary measures outlined in [Section 6.35](#) including potential suspension or expulsion in addition to the following:

1. 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. The parents/guardians 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 parents/guardians and student will be required to sign any necessary releases to allow for the sharing of the assessment's recommendations among the parents/guardians, school officials, the provider of the assessment, and the student.
 - a. The cost of the counseling, assessment, treatment plans, and any testing affiliated with the assessments will be the responsibility of the student or parents/guardians, unless otherwise determined by the Board in its discretion.
 - b. In cases involving minor children, parents/guardians, by signing the necessary releases, are waiving their rights, and their child's rights, to the confidentiality of the assessments.
 - c. 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 assessments and are allowing parental/guardian access to the assessments results.
 - d. A failure of any student and/or parents/guardians to sign all releases required under this Section will result in the MDRC's referral to the Board of Education for consideration of expulsion.

Cross Reference:

[Board Policy, 7:194 Illegal Substances and Paraphernalia](#)

6.33 - Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be referred to the Major Disciplinary Review Committee (MDRC).

1. A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961.
2. A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

Any student who has been determined to be in possession of a weapon in areas described under the jurisdiction outlined in [Section 6.10](#) of this handbook shall be recommended for expulsion by the Major Disciplinary Review Committee (MDRC) and building administration.

A student who is determined to have violated this policy shall be referred to the School Board 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.

Cross Reference:

[Board Policy, 7:195 Weapons Possession](#)

6.34 - Academic Integrity Violations

All students are expected to commit to maintaining academic integrity. Academic dishonesty includes cheating, intentionally plagiarizing, wrongfully giving or receiving help during academic examination, altering report cards or wrongfully obtaining test copies or scores. Students who submit or contribute to inauthentic work may:

1. Receive a failing grade for the assignment or assessment, quiz, test project, laboratory report, or paper;
2. Be given a failing grade for the course for the grading period or for the entire semester;
3. Be denied or lose academic honors or privileges attendant thereto;
4. Be denied or given restricted access to District technology resources; and
5. Be denied social activity privileges.

Cases involving flagrant or repeated violations of this policy may be referred to the Major Disciplinary Review Committee (MDRC) for disposition and handled in accordance with [Board Policy, 7:191, Disciplinary Action Relative to Student Misconduct](#).

Cross Reference:

[Board Policy, 7:196 Academic Dishonesty](#)

[Board Policy Procedures 7:196, Academic Dishonesty](#)

6.35 - Disciplinary Measures

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:

1. [Board Policy 6:235, Access to Electronic Resources and Technology and Acceptable Use Policy](#)
2. [Board Policy, 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)
3. [Board Policy, 7:70, Student Attendance](#)
4. [Board Policy, 7:193, Student Smoking and Tobacco](#)
5. [Board Policy, 7:196, Academic Dishonesty](#)
6. [Board Policy, 7:195, Weapons Possession](#)
7. [Board Policy, 7:194, Illegal Substances and Paraphernalia](#)
8. [Board Policy, 7:181, Harassment - Students](#)
9. [Board Policy, 7:180, Bullying](#)

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. Potential disciplinary measures include, but are not limited to, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. Assignment to the Learning and Reflection Center (LRC)
7. In-school suspension.
8. After-school detention or Saturday detention provided the student's parent/guardian has been notified.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Loss of open lunch
12. Loss of driving privileges
13. Assignment to a restricted study hall
14. Loss of participation in extracurricular activities according to the prescribed action for a violation of the Glenbrook Code of Conduct
15. Loss of attendance at school sponsored events, ceremonies (including graduation) and activities that are in addition to the student's participation in extracurricular activities
16. community service
- 17.
18. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
19. Expulsion from school and all school activities for a definite time period not to exceed two (2) calendar years. An expelled student is prohibited from being on school grounds.
20. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
21. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Isolated Time Out, Time Out and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, and physical restraint as discipline or punishment, convenience for staff, retaliation, a substitute for

appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment means a discipline method in which a person deliberately inflicts pain upon a student in response to the student's unacceptable behavior or inappropriate language, with an aim to halt the offense, prevent its recurrence, or set an example for others.

Re-Engagement of Returning Students

The Principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make up missed work for equivalent academic credit.

Cross-references:

[Board Policy 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)

[Board Policy 7:191, Disciplinary Action Relative To Student Misconduct](#)

6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, opinion or viewpoint, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited. Bullying as described herein shall be prohibited in the following situations:

1. In any physical area used for 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, and District offices), or at any school-sponsored or related activities, performances, extracurricular and athletic events, and school-sponsored travel at other venues;
2. On school-supplied or -sanctioned transportation to or from any of the above identified in subsection 1;
3. At activities or events at other locations, if the administration determines that the incident bears a nexus to the school or school safety, or the educational environment; and
4. Through the transmission of information from any electronic device regardless of ownership or where it is accessed if the bullying causes a substantial disruption to the educational process or the orderly operation of a school. This subsection does not require school administrators or staff members to monitor any nonschool-related activity, function, or program.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive. Bullying is defined as: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student or student's property;
2. Causing a substantially detrimental effect on the student's physical or mental health;
3. Substantially interfering with the student's academic performance; or
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying includes cyber-bullying. Cyberbullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photoelectric system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. Cyberbullying includes, among other things, the assumption of the identity of another person as the author of posted content or messages if such assumptions create any of the effects described in the definition of bullying. Cyberbullying also includes the distribution or the posting of material on an electronic medium that may be received/ accessed by one or more persons if the distribution or posting creates any of the effects described in the definition of bullying.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, nondiscrimination coordinator, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Any student or parent/guardian with a harassment concern should contact:

- Glenbrook North High School
 - Mrs. Lauren Bonner, Associate Principal of Operations and Student Experiences
 - Mr. Davone Robinson, Associate Dean
- Glenbrook South High School
 - Mr. Casey Wright, Associate Principal of Operations and Student Experiences
 - Ms. Aracely Canchola, Associate Principal of Student Support

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: [7:180, Bullying of Students](#), and [7:181 Policy - Harassment - Students](#).

Consistent with federal and State laws and rules governing student privacy rights, the school shall make diligent efforts to notify a parent/guardian within 24-hours after the school's administration is made aware of a student's involvement in an alleged bullying incident. The term "bullying incident" includes individual instances of bullying, as well as all threats, suggestions, or instances of self-harm determined to be a result of bullying. Notification to a parent/guardian shall include, as appropriate, the availability of social work services, counseling, school psychological services, other interventions, and restorative measures.

Cross-references:

[Board Policy 7:180, Bullying of Students](#)

[Board Policy 7:181, Harassment - Students](#)

[Board Policy 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)

[Board Policy 2:260, Uniform Grievance Procedure](#)

6.42 - Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited

Discrimination and harassment on the basis of race, color, or national origin negatively affects a student's ability to learn and an employee's ability to work. Providing an educational and workplace environment free from such discrimination and harassment is an important District and School goal. The District and School do not discriminate on the basis of actual or perceived race, color, or national origin in any of its education programs or activities and comply with federal and State non-discrimination laws.

Examples of Prohibited Conduct

Examples of conduct that may constitute discrimination on the basis of race, color, or national origin include: disciplining students more harshly and frequently because of their race, color, or national origin; denying students access to high-rigor academic courses, extracurricular activities, or other educational opportunities based on their race, color, or national origin; denying language services or other educational opportunities to English learners; and assigning students special education services based on a student's race, color, or national origin.

Harassment is a form of prohibited discrimination. Examples of conduct that may constitute harassment on the basis of race, color, or national origin include: the use of racial, ethnic or ancestral slurs or stereotypes; taunts; name-calling; offensive or derogatory remarks about a person's actual or perceived race, color, or national origin; the display of racially-offensive symbols; racially-motivated physical threats and attacks; or other hateful conduct.

Making a Report or Complaint; Investigation Process

Individuals are encouraged to promptly report claims or incidences of discrimination or harassment based on race, color, or national origin to the Nondiscrimination Coordinator, a Complaint Manager, or any employee with whom the student is comfortable speaking. Reports will be processed under the District's Uniform Grievance Procedure.

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Federal and State Agencies

If the District fails to take necessary corrective action to stop harassment based on race, color, or national origin, further relief may be available through the Illinois Dept. of Human Rights (IDHR) or the U.S. Dept. of Education's Office for Civil Rights. To contact IDHR, go to:

<https://dhr.illinois.gov/about-us/contact-idhr.html> or call (312) 814-6200 (Chicago) or (217) 785-5100 (Springfield).

Prevention and Response Program

The District maintains a prevention and response program to respond to complaints of discrimination based on race, color, and national origin, including harassment, and retaliation. The program includes procedures for responding to complaints which:

1. Reduce or remove, to the extent practicable, barriers to reporting discrimination, harassment, and retaliation;
2. Permit any person who reports or is the victim of an incident of alleged discrimination, harassment, or retaliation to be accompanied when making a report by a support individual of the person's choice who complies with the District's policies and rules;
3. Permit anonymous reporting, except that an anonymous report may not be the sole basis of any disciplinary action;
4. Offer remedial interventions or take such disciplinary action as may be appropriate on a case-by-case basis;
5. Offer, but do not require or unduly influence, a person who reports or is the victim of an incident of harassment or retaliation the option to resolve allegations directly with the accused; and
6. Protects a person who reports or is the victim of an incident of harassment or retaliation from suffering adverse consequences as a result of a report of, investigation of, or a response to the incident.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:

[Board Policy 2:270, Discrimination and Harassment on the Basis of Race, Color, and National Origin Prohibited](#)

6.45 - Harassment & Teen Dating Violence Prohibited

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived race; color; national origin; military status; unfavorable discharge status from military service; sex; sexual orientation; gender identity ; gender-related identity or expression; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance; socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

For more information about this issue, please see the Centers for Disease Control and Prevention's educational materials at: www.cdc.gov/injury/features/dating-violence/index.html.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to a Nondiscrimination or Title IX Coordinator listed below, or any employee with whom the student is comfortable speaking.

Nondiscrimination and Title IX Coordinators

Any student or parent/guardian with a discrimination concern should contact a coordinator from the student's home school:

- Glenbrook North High School
 - Mrs. Lauren Bonner, Associate Principal of Operations and Student Experiences
 - Mr. Davone Robinson, Associate Dean
- Glenbrook South High School
 - Mr. Casey Wright, Associate Principal of Operations and Student Experiences
 - Ms. Aracely Canchola, Associate Principal of Student Support

Any person making a knowingly-false accusation regarding prohibited conduct will likewise be subject to discipline.

Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.

Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited.

Individuals should report allegations of retaliation to the Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

Cross-references:

[Board Policy 2:265, Title IX Sexual Harassment Grievance Process](#)

[Board Policy 7:181, Harassment - Students](#)

[Board Policy 7:185, Teen Dating Violence Prohibited](#)

6.50 - Cafeteria and Lunch Rules

Cafeteria Rules

1. It is the responsibility of every student to return trays to the proper location and deposit all waste in the trash receptacles.
2. Students may not take food or drink out of the cafeteria.
3. Students shall follow the instructions of the cafeteria aides and other staff and show proper respect toward all cafeteria personnel.
4. Students shall report spills and broken containers to cafeteria staff immediately;
5. Students shall present their own student ID when making purchases in the cafeteria;
6. Any student referred to the Office of the Dean of Students for throwing food, littering, using another student's ID number to purchase items, or misconduct will be subject to disciplinary action.

Open Lunch

Parents/guardians of juniors and seniors who desire to have their students participate in the Open Lunch Program are required to submit their request during the online enrollment verification process. If they want to approve Open Lunch for their child after they have completed this process, they should contact the Dean's office.

1. Students shall be respectful, courteous, and safe at their chosen lunch location. Students shall obey rules and laws, and shall clean up after themselves before returning to school.
2. Students must show their current ID card to staff to verify Open Lunch each and every time they plan to leave campus for lunch.
3. Students must return to the school building on-time.
4. Misbehavior during open lunch will result in disciplinary action.
5. Students may be removed from this program at any time upon the written request of a parent/guardian, or by the Dean of Students.

6.60 - Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent/guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

1. Failure to receive appropriate permission from parent/guardian or teacher.
2. Failure to complete appropriate coursework.
3. Behavioral or safety concerns.
4. Denial of permission from administration.
5. Other reasons as determined by the school.

No student shall be penalized for non-participation or participation in a trip.

Cross-References:

[Board Policy 6:240, Student Trips](#)

6.70 - Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's social media account that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Cross References:

[Board Policy 6:236, Student Data Privacy and Security](#)

[Board Policy 7:740, Search and Seizure](#)

6.80 - Student Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet computer or other similar electronic device.

Students who bring personal electronic devices to school do so with the understanding that Glenbrook High School District 225 and its staff are not responsible for the damage, loss, or theft of any personal technology device.

All schools have implemented the following school-wide expectations for the use of personal technology devices by students:

1. [Phone caddies](#) have been added to all classrooms. Phone caddies have pockets capable of storing phones of all sizes for all students in a class and will be securely attached to a classroom wall. Students will be assigned a numbered pocket on the first day of class.
2. Upon entering a classroom, students must silence their phones and place them in their assigned caddy pocket.
 - Unless otherwise directed by a teacher, students will not utilize a phone caddie during an SRT.
 - Students may retrieve their phones when given express permission from their teacher for curricular purposes.
 - Students may not retrieve their phones when leaving the classroom for a short period (e.g., going to the bathroom).
 - Students will have access to their cell phones during an emergency if it is determined by their teacher to be the safest, necessary, and appropriate action.
3. While students will only put phones in the phone caddies, all other personal electronic devices must be stored and not used during class (e.g., earbuds, smartwatches). Smartwatches are only to be used for time-checking purposes during class.
4. If a student chooses not to follow any of these procedures, the teacher and dean will implement the following progressive discipline:
 - The first time a student does not follow a personal electronic device procedure in a given semester, the teacher will discuss the issue with the student and notify the parents/guardians through PowerSchool.
 - The second time a student does not follow a personal electronic device procedure in a given semester, the teacher will submit a disciplinary referral to the student's Dean

- through PowerSchool. The Dean will discuss the issue with the student, notify the parents/guardians, and may issue additional consequences.
- The third time and all subsequent times a student does not follow a personal electronic device procedure in a given semester, the teacher will submit a disciplinary referral to the student's Dean through PowerSchool. The Dean will discuss the issue with the student and notify the parents/guardians, resulting in the student losing phone privileges during the school day. This may include requiring the student to turn in their phone to the Dean's Office before the start of the school day.
5. A committee of administrators, teachers, and students will reconvene at least once a semester to discuss implementing these procedures and determine if any revisions should be made.

Additional information regarding this school-wide expectation can be found in the Student Personal Technology Device Use Frequently Asked Questions for Parents and Students (glenbrook225.link/Student-Technology-FAQ).

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 [Board Policy 6:235, Access to Electronic Resources and Technology and Acceptable Use Policy](#).

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. Prohibited conduct includes, but is not limited to, the following:

1. Using any device to take or otherwise capture images, audio, or videos in locker rooms or bathrooms at any time.
2. Capturing, sending, or sharing images, audio, or videos of any document(s) that constitute academic dishonesty, or otherwise using the device for cheating.
3. Creating, sending, sharing, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).
4. Capturing, sending, or sharing images, audio, or videos of any individual(s) without the individual's consent, unless as part of a school-sponsored media course or activity, or as part of a public event as defined below.
5. Capturing, sending, or sharing images, audio, or videos that constitute an invasion of privacy, a breach of confidentiality, or a copyright infringement.
6. Distributing or posting on social media or other public forum, images, audio, or videos of individual(s) without the individual's consent of the individual being recorded, unless as part of a public event as defined below.
7. Live streaming by students, unless as part of a public event as defined below.

For the purpose of this section, a public event refers to any activity occurring during or after the school day where community members or the general public are invited to attend, and there is no reasonable expectation of privacy. For example, it is acceptable for a student to capture images and videos at a home football game, or an orchestra performance.

Violations of the provisions outlined in this section shall be considered gross disobedience and misconduct and may be disciplined as outlined in [Section 6.35](#).

Cross-references:

[Board Policy 6:235, Access to Electronic Resources and Technology and Acceptable Use Policy](#)

[Board Policy 7:190, Student Behavior, Misconduct, Rights, and Responsibilities](#)

[Board Policy 7:197, Wireless Communication Devices](#)

6.90 - Locker Use

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; and
 - d. at the end of the school year, any items left in lockers will be discarded.

Students are permitted to request use of a locker if desired. Lockers are no longer automatically assigned to students. If a student would like access to a locker for the school year, they should make a request at the attendance office and one will be assigned to them for the academic year.

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

6.91 - Student IDs

Students have the ability to choose an electronic ID, a plastic ID card or both. It is important that this card be carried at all times. When asked, students are expected to identify themselves to all adults at any time during the school day or at any school sponsored event.

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 a replacement ID card, the student should report to the bookstore to pay a \$5.00 replacement fee and obtain a replacement ID.

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

Chapter 7 - Internet & Technology

7.10 - Acceptable Use of the District's Electronic Networks

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.

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 the 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.

Disciplinary Action

Any student who is determined by the Principal or designee to be in violation of this policy may have 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 be 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.

Cases involving suspected or alleged criminal acts will be referred to appropriate law enforcement agencies.

Use of the Glenbrook Electronic Messaging System

The Board of Education acknowledges the need for electronic messaging as an efficient communication tool. This section explains the District's policies and procedures for the Glenbrook Electronic Messaging System (hereafter referred to as "e-mail"). Users need to understand privacy and security issues that apply to e-mail, as well as understand their responsibilities to use the e-mail system efficiently so that minimal service disruptions occur.

This section applies only to e-mail in its electronic form, including e-mail headers, transaction summaries, addresses, and addressees. It does not apply to printed copies of e-mail.

1. Uses and Ownership
 - a. Any e-mail address or account established on the Glenbrook High School District 225 Network is the property of Glenbrook High School District 225. E-mail users shall not expressly or implicitly give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the District unless appropriately authorized to do so. Users shall not employ a false identity.
2. Usage Guidelines
 - a. E-mail users shall not send or forward e-mail chain letters, "spam" (the widespread distribution of unsolicited e-mail), or "letter-bombs" (sending the same e-mail repeatedly to one or more recipients to interfere with the recipient's use of e-mail), and shall not knowingly forward a "virus" or any other form of distribution which obstructs, diverts or otherwise interferes with the e-mail system.
 - b. Notwithstanding anything in this policy to the contrary, the district e-mail service may be used for incidental personal purposes. E-mail records arising from personal use are still deemed to be property of Glenbrook High School District 225.
 - c. Personal use must not:
 - i. Directly or indirectly interfere with the operation of district computing facilities or electronic mail services;
 - ii. Burden the district with noticeable incremental cost;
 - iii. Interfere with the e-mail user's employment or other obligations to the district; or
 - iv. Contain inappropriate content or otherwise violate this policy.
 - d. The district e-mail service may not be used for:
 - i. Unlawful activities or the promotion of unlawful activities;
 - ii. Commercial purposes not under the auspices of the district; or
 - iii. Uses that violate other Glenbrook High School District 225 Board Policies or Procedures.
 - e. Confidentiality
 - i. The security and confidentiality of electronic mail cannot be guaranteed and all e-mail remains the property of the District. Furthermore, administrators of e-mail

- services shall be deemed to have no control over the security of e-mail that has been downloaded to a user's computer.
- ii. Users of the district e-mail system should be aware that the Freedom of Information Act and other similar laws may require disclosure of e-mail, and may jeopardize the ability of the district to guarantee complete protection of any e-mail resident on district facilities. Users, therefore, should exercise extreme caution in using e-mail to communicate confidential or sensitive matters.

Cross Reference:

[Board Policy 6:235, Access to Electronic Resources and Technology and Acceptable Use Policy](#)

7.30 - Digital Learning Initiative (Chromebook Program)

The digital learning initiative was developed over several years and was formally implemented during the 2013-2014 school year. A primary focus of the initiative was to ensure that each student had consistent access to a digital device to support their academic activities throughout the school day, as well as at home.

The expectation is that all students utilize their district-issued Chromebooks as their primary device for instructional purposes. This measure is intended to ensure equitable access to digital learning tools, streamline classroom management, and reduce off-task behaviors often associated with personal devices. It should be noted that courses with learning activities that require devices other than Chromebooks will continue to utilize alternative devices.

Chromebook Fee

As part of the digital learning initiative, each student will be charged an annual fee to pay for the cost of the device. The annual fee covers the majority of the cost for each Chromebook, with a portion of the charges absorbed by the school district. Students qualifying for fee waivers will not be charged the Chromebook fee for each year that they qualify.

For accounting purposes, the total cost of the Chromebook is assessed to the student's financial account at the time the device is issued in the form of three (3) installments. Families are only required to pay the installment for the current year, however, they may pay all installments at one time if that is preferred.

All students are required to purchase a Chromebook through the district unless an alternative device is required by an IEP or 504 plan. If they choose not to pay the fee in a given year, they will be billed for the device as part of their financial obligations.

Ownership

Glenbrook High School District 225 retains ownership rights for the device until the student has paid the appropriate Chromebook fee for a total of three (3) installments, and has either withdrawn from enrollment or graduated.

Students leaving the school district prior to paying the total Chromebook fee have the option to pay the remaining balance to gain ownership rights for their device. If they choose not to pay the remaining balance, the Chromebook and charger will need to be returned to the bookstore.

Students qualifying for an annual fee waiver are able to keep their Chromebooks upon graduation. If a student qualifies for a waiver, but leaves the District prior to graduation, they are required to return the Chromebook and charger or pay the remaining balance to gain ownership rights for their device.

Technical Support and Issues

If your Chromebook is not functioning properly, please take it to the bookstore for assistance.

Chromebook Rights and Responsibilities

As part of the Chromebook Fee, the school district has created an insurance and warranty coverage program. Please refer to the Chromebook Rights and Responsibilities agreement (glenbrook225.link/Chromebook-Rights-Responsibilities) for additional information.

7.40 - Annual Notice to Parents about Educational Technology Vendors Under the Student Online Personal Protection Act

School districts throughout the State of Illinois contract with different educational technology vendors for beneficial K-12 purposes such as providing personalized learning and innovative educational technologies, and increasing efficiency in school operations.

Under Illinois's Student Online Personal Protection Act, or SOPPA (105 ILCS 85/), educational technology vendors and other entities that operate Internet websites, online services, online applications, or mobile applications that are designed, marketed, and primarily used for K-12 school purposes are referred to in SOPPA as operators. SOPPA is intended to ensure that student data collected by operators is protected, and it requires those vendors, as well as school districts and the Illinois State Board of Education, to take a number of actions to protect online student data.

Depending upon the particular educational technology being used, our District may need to collect different types of student data, which is then shared with educational technology vendors through their online sites, services, and/or applications. Under SOPPA, educational technology vendors are prohibited from selling or renting a student's information or from engaging in targeted advertising using a student's information. Such vendors may only disclose student data for K-12 school purposes and other limited purposes permitted under the law.

In general terms, the types of student data that may be collected and shared include personally identifiable information (PII) about students or information that can be linked to PII about students, such as:

1. Basic identifying information, including student or parent/guardian name and student or parent/guardian contact information, username/password and student ID number;
2. Demographic information;
3. Enrollment information;
4. Assessment data, grades, and transcripts;
5. Attendance and class schedule;
6. Academic/extracurricular activities;
7. Special indicators (e.g., disability information, English language learner, free/reduced meals or homeless/foster care status);
8. Conduct/behavioral data;
9. Health information;

10. Food purchases;
11. Transportation information;
12. In-application performance data;
13. Student-generated work;
14. Online communications;
15. Application metadata and application use statistics; or
16. Permanent and temporary school student record information.

Operators may collect and use student data only for K-12 purposes, which are purposes that aid in the administration of school activities, such as:

1. Instruction in the classroom or at home (including remote learning).
2. Administrative activities.
3. Collaboration between students, school personnel, and/or parents/guardians.
4. Other activities that are for the use and benefit of the school district.

Cross Reference:

[Board Policy 6:236, Student Data Privacy and Security](#)

7.50 - Use of Artificial Intelligence

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

We believe a values-based approach to Artificial Intelligence (AI) guides our school communities. In that way, AI may be used as defined by the classroom teacher. Each course team will determine the extent to which AI is allowed to be used with classroom assignments: prohibited or restricted. The teacher will communicate in the syllabus these expectations and will engage students in a discussion about that direction. All use of AI will adhere to the following guiding principles:

1. We commit to AI usage only if it aligns with Glenbrook's values.
2. We reaffirm adherence to existing policies and regulations for ethical technology use.
3. We educate our staff and students about AI.
4. We explore the opportunities of AI and address the risks.
5. We remain committed to Glenbrook standards of academic integrity.
6. We adhere to the responsible and ethical use of AI tools.
7. We commit to annually evaluating our AI guidance and practices.

Chapter 8 - Search and Seizure

8.10 - Search and Seizure

To maintain order, safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, 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, and parking lots), 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.

The Principal 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, including searches conducted through the use of specially trained dogs.

Student Searches

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) 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 school or District's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or District policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination. School officials may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or District's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities.

Questioning of Students Suspected of Committing Criminal Activity

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the Principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, school counselor, or any other mental

health professional) is present during the questioning; and (c) If practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

Cross-reference:

[Board Policy 7:140, Search and Seizure](#)

Chapter 9 - Extracurricular and Athletic Activities

9.10 - Extracurricular Athletic Activities Code of Conduct

Glenbrook High School administrators, coaches, directors, and sponsors of student activity groups and athletic teams 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 and 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.

This Code of Conduct applies to all co-curricular, extracurricular and athletic activities and is enforced 365 days a year, 24 hours a day. In addition, Glenbrook Athletic programs are governed by the Central Suburban League and Illinois High School Association by-laws. This Code does not contain a complete list of inappropriate behaviors. Violations will be treated cumulatively, with disciplinary penalties increasing with subsequent violations. A student may be excluded from extracurricular or athletic activities while the school is conducting an investigation into the student's conduct.

The student shall not:

1. Violate the school rules and school District policies on student discipline including policies and procedures on student behavior;
2. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute a beverage containing alcohol;
3. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute tobacco or nicotine in any form;
4. Ingest or otherwise use, possess, buy, sell, offer to sell, barter, or distribute any product composed purely of caffeine in a loose powdered form or any illegal substance (including mood-altering and performance enhancing drugs or chemicals) or paraphernalia;
5. Use, possess, buy, sell, offer to sell, barter, or distribute any object that is or could be considered a weapon or any item that is a look-alike weapon. This prohibition does not prohibit legal use of weapons in cooking and in athletics, such as archery, martial arts practice, target shooting, hunting, and skeet;
6. Act in an unsportsmanlike manner;
7. Violate any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and reckless driving;
8. Haze or bully as defined by [Board Policy 7.180, Bullying](#);
9. 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 approved by the Director of Athletics or the Director of Student Activities and communicated in writing to the student participants before his/her activity begins;
10. Behave in a manner that disrupts or adversely affects the group or school;
11. Be insubordinate or disrespectful toward the activity's sponsors or team's coaching staff; or
12. Falsify any information contained on any permit or permission form required by the co-curricular, extracurricular or athletic activity.

Violation Procedures

Consequences for Code of Conduct infractions by athletes and activity participants are determined by the procedures below. There is no differentiation of consequences for in-season or out-of-season participation, and a penalty may carry over from season-to-season and/or year-to-year. The consequences may exceed the minimum guidelines due to the egregious nature of the infraction. 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. Penalties may be applied in every activity in which a student participates. Penalties will be applied in the current or upcoming sport and/or activity in which a student participates.

Students who are accused of violating the Code of Conduct are entitled to the following procedure:

1. The student will be informed of the Code of Conduct infraction.
2. The student may provide any information the student wishes for the administrator to consider.
3. The administrator may investigate possible code infraction.
4. If the administrator finds, that the violation occurred, the administrator will impose sanctions on the student, as follows:
 - a. Athletics
 - i. 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 State of Illinois law. 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.
 - ii. 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 State of Illinois law. 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.
 - iii. 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.
 - b. Activities - Clubs and Organizations:
 - i. 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 State of Illinois law. Participants may be referred to a counselor regarding issues related to the violation.
 - ii. 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 State of Illinois law. 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.
 - iii. 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.

- c. Performance and Competition Groups
 - i. 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 State of Illinois law 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.
 - ii. 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 State of Illinois law. 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.
 - iii. 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.

Modification of Athletic or Team Uniform

Students may not modify their athletic or team uniform. If a student desires to modify their athletic or team uniform in accordance with the requirements of the student's religion or the student's cultural values, they must follow the National Federation of High School requirements. Please check with the Head Coach of the program or the Assistant Principal of Athletics regarding any uniform modifications.

Cross-References:

[Board Policy 7:190, Student Behavior, Misconduct, Rights and Responsibilities](#)

[Board Policy 7:240, Student Activities](#)

9.20 - Attendance at School-Sponsored Dances

Attendance at school-sponsored dances is a privilege.

Only currently enrolled Glenbrook students who present their current school ID card will be admitted to school dances, unless the Principal or designee approves a student's guest before the event. A guest must be "age appropriate," defined as under the age of 21. Students who would like to bring a guest from another high school must receive permission from the Dean's Office *before* purchasing a ticket for the guest. The Glenbrook student, the guest, and an administrator from the guest's school must fill out the guest permission form. Any non-Glenbrook student in attendance will be held accountable to all school rules the same as any other student. Students leaving a dance will not be readmitted. No students will be admitted for the last half hour of a dance or after 10:00 p.m.

All school rules, including the school's discipline code and dress code are in effect during school-sponsored dances.

Students have no reasonable expectation of privacy in cars parked on school grounds. This also applies to vehicles driven to school-sponsored events such as dances (e.g., limo, party bus)

Students who violate the school's discipline code will be required to leave the dance immediately and the student's parent/guardian will be contacted. The school may also impose other discipline as outlined in the school's discipline code.

9.30 - Student Athlete Concussions and Head Injuries

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the school District's return-to-play and return-to-learn protocols and the protocols, policies, and by-laws of the Illinois High School Association.

Cross-References:

[Board Policy 7:305, Student Athlete Concussions and Head Injuries](#)

[Board Policy Procedures 7:305, Student Athlete Concussions and Head Injuries](#)

9.40 - Student Athletic and Activities Participation Requirements

A student must meet all academic eligibility requirements and have the following fully executed documents on file in the school office before being allowed to participate in any athletic activity:

1. A current certificate of physical fitness issued by a licensed physician, an advanced practice nurse or physician assistant. The preferred certificate is the Illinois High School Association's "Pre-Participation Examination Form." The athletic department will also accept the State of Illinois Certificate of Child Health Examination form.
2. The student's parent(s)/guardian(s) have agreed via the PowerSchool Parent Portal that:
 - a. Their student may participate in athletics (note: this consent will be needed each season for each sport);
 - b. Their student will not ingest or otherwise use any drugs on the IHSA's most current banned substance list (without a written prescription and medical documentation provided by a licensed physician who performed an evaluation for a legitimate medical condition).
 - c. Their student will follow the District's policies and procedures on student athletic concussions and head injuries.
 - d. They authorize treatment by the District's athletic trainers, emergency services, and/or a licensed medical physician in the event of a medical emergency that, in the opinion of emergency services and/or the physician, may endanger his/her life, cause disfigurement, physical impairment, or undue discomfort if delayed. I understand that the transfer of my child to any hospital and any medical services provided will be at my expense.
 - e. They understand and acknowledge that there are certain risks of physical injury, up to and including death, of participating in athletics and I voluntarily agree to assume the full risk of any and all injuries, damages, or loss, regardless of severity, that I or my Student may sustain as the result of said participation. I do hereby agree to waive, release, indemnify, and hold harmless Glenbrook High School District 225, its Board, Board members, administrators, employees, agents, volunteers, and insurers from and against any and all claims, losses, or liabilities, including but not limited to personal injury, property damage, costs, expenses, and attorneys' fees arising out of, connected with, or in any matter related to my Student's participation in athletics.

School Attendance

It is the expectation of the school that students will be in attendance for a minimum of two full blocks 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. Exceptions may be made by the Principal or designee including: 1) a pre-arranged medical absence; 2) a death in the student's family; or 3) a religious ceremony or event. A student who has been suspended from school is also suspended from participation in all extracurricular and athletic activities for the duration of the suspension.

Academic Eligibility

To be eligible to participate in extracurricular and athletic activities, a student must be passing at least five (5) classes. Any student failing to meet academic requirements will be suspended from the sport or activity for seven (7) calendar days.

Academic eligibility is determined through the following process:

- Student grades are pulled from PowerSchool on Friday morning.
- Coaches are informed of student-athletes that are not passing at least five (5) classes with a grade of D or better.
- In accordance with [IHSA Eligibility Rules \(2.A.\)](#), if a student is not passing at least five (5) classes with a grade of D or better:
 - They may participate in activities on Friday and Saturday, and
 - Will be ineligible to participate in activities from Sunday through the following Sunday.
- Students will not be deemed eligible in advance of the timeline specified above.

Home-Schooled Students

Home-schooled students may be eligible to participate in IHSA-sanctioned sports and extracurricular activities if they meet the following five specific requirements:

1. The student must be enrolled for the academic year in Glenbrook High School District 225, which includes taking and passing at least one course at the member school each semester.
2. The student must be taking and passing a minimum of twenty-five (25) credit hours of work (the equivalent of five .5 credit courses) at the district or in a program approved by the Assistant Principal of Student Services on a weekly and semester basis and one of the courses must be a course offered at the member high school.
3. The student must be granted credit toward graduation by the district for the work taken either at the district or in a program it approved.
4. The student must be in compliance with all eligibility requirements of all IHSA By-laws (e.g., residence, transfer, scholastic standing).
5. The student must pay applicable tuition and fees.

Travel

All students must travel to co-curricular, extracurricular, and athletic activities and return home from such activities with the team by use of school approved transportation. The Assistant Principal of Athletics, Assistant Principal of Student Activities, or designee may issue a written waiver of this rule upon a 24-hour advance written request of a student's parent/guardian and provided the parent/guardian

appears and accepts custody of the student. Oral requests will not be honored and oral permissions are not valid.

Athletic Tryouts

For sports requiring a tryout there will be a 3-day minimum tryout period, which all athletes are expected to attend. The dates for tryouts are determined by the IHSA calendar. Consistency is important in order to maintain fairness for athletes in all grades and in all sports. Attendance exceptions during tryouts include a documented illness or injury, religious observation or family emergency. Other extenuating circumstances must be discussed and approved by both the Head Coach and the Assistant Principal of Athletics a minimum of two (2) weeks before the first day of tryouts for that sport

Athletic Practice and Contest Attendance

All athletic teams have specific requirements regarding attendance for practices and contests.

Chapter 10 - Special Education

10.00 - Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the Instructional Supervisor of Special Education if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

Cross Reference:

[Board Policy 6:120, Education of Students With Disabilities Policy](#)

10.10 - Education of Children with Disabilities

Glenbrook District 225 provides many support services that are available to all its students. These services include student support services, academic centers, reading labs, guided study (supportive study period), teacher/student conferences, etc. When strategies and intervention plans are not successful in appropriately supporting a student, an individual assessment to determine eligibility for a Section 504 plan or Special Education services may be initiated.

Request for Evaluation and Individualized Education Program

Any parent/guardian, or school personnel who has concerns about a student may initiate a request for evaluation for Special Education eligibility. The request shall be made in writing and directed to the student's school counselor. A screening team will address this request and determine what further action is appropriate. If an evaluation is warranted, the District will typically complete the evaluation within 60 school days of receiving the parent/guardian's written consent. A student may be considered eligible for special education services if the student is found to have a disability in one or more categories defined by federal and State laws (e.g.: autism, intellectual disability, emotional disability, specific learning disability, etc.) which adversely affects educational performance, and requires specialized supports or services. Should participants in a multidisciplinary staffing determine that a student is eligible, an Individualized Education Program (IEP) will be developed. An IEP is a written plan that describes the student's strengths, deficits, and needs, as well as the resources and services the District has committed to help the student make educational progress. The District offers a continuum of services within the district. 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 students and ensures that the student receives special education and related services appropriate to meet their needs.

Parents/guardians and students are invited and strongly encouraged to actively participate in educational planning and IEP conferences.

Interpreting Services

Qualified interpreters are available at IEP meetings upon request for parents/guardians whose native language is other than English. If a qualified interpreter is not available, the district may use outside vendors, including telephonic interpreters.

Parents/guardians, including parents/guardians who are deaf, may request an interpreter at IEP team meetings by contacting the Special Education department at their child's school at:

- Glenbrook North
 - (847) 509-2666
- Glenbrook South
 - (847) 486-4666
- Glenbrook Off Campus
 - (847) 486-5752
- Glenbrook Transition Services
 - (847) 509-3405
- District Office
 - (847) 486-4725

Parent/guardian requests for an interpreter at IEP meetings should be made at least ten (10) days before such meetings whenever possible. Parents/guardians have the right to request that the bilingual interpreter provided at an IEP meeting by the District serve no other role in the IEP meeting than as an interpreter, and the District will make reasonable efforts to fulfill this request.

Any questions or concerns about interpretation services can also be directed to the Special Education Director, Dr. Skip Kumm.

Section 504

Students with disabilities who do not qualify for an IEP may qualify for services under Section 504 of the Federal Rehabilitation Act of 1973, if the student: (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a record of a physical or mental impairment, or (3) is regarded as having a physical or mental impairment.

A student may be eligible to receive mental health services from the school District under a federal Section 504 plan. Any parent/guardian, or school personnel who has concerns about a student may initiate a request for evaluation for Section 504 eligibility. The request shall be made in writing and directed to the student's counselor, or the school's 504 Coordinator. Parents/guardians who are deaf or not typically English-speaking are entitled to interpreter services at a Section 504 meeting. To request an interpreter at Section 504 meetings, contact the student's counselor or the Section 504 Coordinator.

Home and Hospital Instruction

In addition, Home and Hospital Instruction, coordinated by the Student Services Department, is available to eligible Glenbrook students. Parents/guardians 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 to be, due to the student's medical condition, out of school for a minimum of two (2) consecutive weeks of school (10 days) or more or on an "ongoing intermittent basis" should contact the student's counselor or the Certified School Nurse. The counselor will provide the parents/guardians assistance regarding accessing home/hospital instruction. Arrangements can be made in advance of an anticipated medically-based absence.

Parent/Guardian Procedural Safeguards

Glenbrook District 225 recognizes a parent's/guardian's right to know about special education. Linked is a copy of the [Notice of Procedural Safeguards \(glenbrook225.link/Notice-Procedural-Safeguards\)](https://glenbrook225.link/Notice-Procedural-Safeguards)

provided annually. Please contact the Special Education Director Dr. Skip Kumm if you would like a copy in paper format, if at any point you would like another copy, or if you have any questions or concerns about the procedural safeguards.

Of note, parents/guardians have the right 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. Parents/guardians have the right to inspect and/or obtain a copy of their child's school student records prior to any IEP meeting. Questions about services and requests to copy special education records should be directed to the Special Education Department (phone numbers listed above). Other record requests should be directed to the Assistant Principal of Student Services.

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

Questions regarding the above information should be directed to the counselor or the Instructional Supervisor for Special Education at the student's school.

Cross Reference:

[Board Policy 6:120. Education of Students with Disabilities](#)

10.20 - Discipline of Students with Disabilities

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of that student's disability.

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Isolated Time Out, Time Out, and Physical Restraint

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

Cross Reference:

[Board Policy 7:191 Policy. Disciplinary Action Relative to Student Misconduct](#)

10.30 - Exemption From PE Requirement

See [Section 2.80](#).

10.40 - Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's four (4) years of high school, qualifies for a certificate of completion after the student has completed four (4) years of high school. The student is encouraged to participate in the graduation ceremony of the high school graduation class.

Cross Reference:

[Board Policy 6:300, Graduation Requirements](#)

[Board Policy 6:301, Graduation Guidelines for Special Education Students](#)

10.50 - Access to Classroom for Special Education Observation or Evaluation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent/guardian or child.

For further information, please contact the Principal.

Cross Reference:

[Board Policy 6:120, Education of Children with Disabilities](#)

[Board Policy 8:30, Visitors](#)

10.60 - Related Service Logs

For a child with an individualized education program (IEP), the school district must create related service logs that record the type of related services administered under the student's IEP and the minutes of each type of related service that has been administered. The school will provide a student's parent/guardian a copy of the related service log at the annual review of the student's IEP and at any other time upon request.

Cross Reference:

[Board Policy 7:340, Student Records](#)

[Board Policy Procedures, 7:340 Student Records](#)

10.70 - PUNS Database Information for Students and Parents/Guardians

The Illinois Department of Human Services (IDHS) maintains a statewide database known as the PUNS database (Prioritization of Urgency of Need for Services) that records information about individuals with intellectual disabilities or developmental disabilities who are potentially in need of services.

IDHS uses the data on PUNS to select individuals for services as funding becomes available, to develop proposals and materials for budgeting, and to plan for future needs. The PUNS database is available for children with intellectual disabilities or developmental disabilities with unmet service needs.

Registration to be included on the PUNS database is the first step toward receiving developmental disabilities services in this State. A child who is not on the PUNS database will not be in the queue for State developmental disabilities services.

For more information and to sign up for PUNS, see the Illinois Department of Human Services PUNS information page at <https://www.dhs.state.il.us/page.aspx?item=41131>

You may also contact the following District employee for assistance:

- Glenbrook North High School
 - Mrs. Kathy French, Instructional Supervisor of Special Education
- Glenbrook Off Campus
 - Mr. Doug Schiller, Assistant Director of Special Educaiton
- Glenbrook South High School
 - Ms. Bridget Bucklin, Instructional Supervisor of Special Education
- Glenbrook Transition Services
 - Mrs. Stacey Wolfe, Assistant Director of Special Educaiton
- District
 - Dr. Skip Kumm, Director of Special Education

Chapter 11 - Student Records and Privacy

11.10 - Student Privacy Protections

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents/guardians who object to disclosure of information concerning their student to a third party may do so in writing to the Assistant Principal of Student Services.

Surveys Requesting Personal Information

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or District) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Prohibition on Selling or Marketing Students' Personal Information

No school official or staff member may market or sell personal information concerning students (or otherwise provide that information to others for that purpose). The term personal information means individually identifiable information including: (1) a student or parent/guardian's first and last name, (2) a home or other physical address (including street name and the name of the city or town), (3) a telephone

number, (4) a Social Security identification number or (5) driver's license number or State identification card.

Unless otherwise prohibited by law, the above paragraph does not apply: (1) if the student's parent/guardian have consented; or (2) to the collection, disclosure or use of personal information collected from students for the exclusive purpose of developing, evaluating or providing educational products or services for, or to, students or educational institutions, such as the following:

1. College or other postsecondary education recruitment, or military recruitment.
2. Book clubs, magazines, and programs providing access to low-cost literary products.
3. Curriculum and instructional materials used by elementary schools and secondary schools.
4. Tests and assessments to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students (or to generate other statistically useful data for the purpose of securing such tests and assessments) and the subsequent analysis and public release of the aggregate data from such tests and assessments.
5. The sale by students of products or services to raise funds for school-related or education-related activities.
6. Student recognition programs.

Under no circumstances may a school official or staff member provide a student's personal information to a business organization or financial institution that issues credit or debit cards.

A parent/guardian who desires to opt their student out of participation in activities provided here or who desires a copy or access to a survey or any other material described here may contact the Assistant Principal of Student Services.

A complete copy of the District's Student and Family Privacy Rights policy may be obtained from the Superintendent's office or accessed on the District's website.

Cross-References:

[Board Policy 6:210. Instructional Materials](#)

[Board Policy 6:236. Student Data Privacy and Security](#)

11.11 - Curriculum

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their student's educational curriculum within a reasonable time of their request.

The term "instructional material" means instructional content that is provided to a student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments.

Curriculum Opt-Out

Public schools have the responsibility to educate students and develop skills and abilities that contribute to their post-secondary success. By stimulating educational curiosity and an understanding of multiple perspectives, students gain knowledge that will enable them to make informed decisions. At that same

time, Illinois law allows parents/guardians to opt their student out of specific curriculum areas noted below:

- Recognizing and avoiding sexual abuse (Erin's Law) (105 ILCS 5/27-13.2)
- AIDS prevention, transmission, and spread (instruction may only occur in grades 6-12) (105 ILCS 110/3)
- Family life (the emotional, psychological, physiological, hygienic, and social responsibilities of family life, including sexual abstinence until marriage) (105 ILCS 110/3)
- Training on how to properly administer cardiopulmonary resuscitation (CPR) or how to use an automated external defibrillator (AED) (105 ILCS 110/3)
- Sex education (105 ILCS 5/27-9.1a(d))
- Organ tissues and blood donor and transplantation program (105 ILCS 5/27-23.5)
- Animal dissection (105 ILCS 112/15)

Parents/guardians who do not want their student to participate in one or more of these areas are asked to complete the Curriculum Opt-Out Form (glenbrook225.link/Curriculum-Opt-Out)

11.20 - Student Records

A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession; records maintained by law enforcement officers working in the school; video and other electronic recordings (including electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes, though such electronic recordings may become a student record if the content is used for disciplinary or special education purposes regarding a particular student.

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. **The right to inspect and copy the student's education records within 10 business days of the day the District receives a request for access.** The degree of access a student has to his or her records depends on the student's age. Students less than 18 years of age have the right to inspect and copy only their permanent record. Students 18 years of age or older have access and copy rights to both permanent and temporary records. A parent/guardian or student should submit to the Principal a written request that identifies the record(s) he or she wishes to inspect. Within 10 business days, the Principal will make arrangements for access and notify the parent/guardian or student of the time and place where the records may be inspected. In certain circumstances, the District may request an additional five (5) business days in which to grant access. The District charges \$0.35 per page for copying but no one will be denied their right to copies of their records for inability to pay this cost. These rights are denied to any person against whom an order of protection has been entered concerning the student.
2. **The right to have one or more scores received on college entrance examinations included on the student's academic transcript.** Parents/guardians or eligible students may have one or more scores on college entrance examinations included on the student's academic transcript. The District will include scores on college entrance examinations upon the written request of the

parent/guardian or eligible student stating the name of each college entrance examination that is the subject of the request and the dates of the scores that are to be included.

3. **The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate, irrelevant, or improper.** A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the Principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise the person of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.

4. **The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.** Disclosure without consent is permitted to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board. A school official may also include a volunteer, contractor, or consultant who, while not employed by the school, performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records (such as an attorney, auditor, medical consultant, therapist, or educational technology vendor); or any parent/guardian or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performance of tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility or contractual obligation with the district. Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians or eligible student will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

Academic grades and references to expulsions or out-of-school suspensions cannot be challenged at the time a student's records are being forwarded to another school to which the student is transferring.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; to another school district that overlaps attendance boundaries with the District, if the District has entered into an intergovernmental agreement that allows for sharing of student records and information with the other district; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

5. **The right to a copy of any school student record proposed to be destroyed or deleted.** The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least five (5) years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after five (5) years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian. Student temporary records are reviewed every four (4) years or upon a student's change in attendance centers, whichever occurs first.
6. **The right to prohibit the release of directory information.** Throughout the school year, the District may release directory information regarding students, limited to:
 - a. Name
 - b. Address
 - c. Grade level
 - d. Birth date and place
 - e. Parent/guardian names, addresses, electronic mail addresses, and telephone numbers
 - f. 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
 - g. Academic awards, degrees, and honors
 - h. Information in relation to school-sponsored activities, organizations, and athletics
 - i. Major field of study
 - j. Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Principal within 30 days of the date of this notice.
7. **The right to request that military recruiters or institutions of higher learning not be granted access to your student's information without your prior written consent.** Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the student's parent/guardian, or student who is 18 years of age or older, submits a written request that the information not be released without the prior written consent of the parent/guardian or eligible student. If you wish to exercise this option, notify the Principal.
8. **The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits 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 State law.**
9. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: U.S. Department of Education Student Privacy Policy Office, 400 Maryland Avenue, SW, Washington DC, 20202-8520**

Cross Reference:

[Board Policy 6:236, Student Data Privacy and Security](#)

[Board Policy 7:15, Student and Family Privacy Rights](#)

[Board Policy 7:340, Student Records](#)

11.21 - Student Directory

The Student Activities at Glenbrook North and South produce a student directory available to students who have purchased an activity pass. The student directory is online and accessible only to students who log in with their Glenbrook network account with a valid activity pass. Participation in the student directory is optional.

It is important to note that the school's participation in the student directory includes the display of the following information:

- Student Name
- Student Home School
- Student Grade
- Student Cell Phone Number
- Student Email

By agreeing to participate in the student directory during the online registration process, parents/guardians authorize the school district to include all the information identified above. If a parent/guardian desires to opt out of the student directory after opting in, they should contact the student's counselor.

11.30 - Student Biometric Information

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on the student's unique characters, such as a fingerprint, voice recognition or retinal scan.

Cross Reference:

[Board Policy 7:340, Student Records](#)

11.40 - Military Recruiters & Institutions of Higher Learning

In accordance with the U.S. Patriot Act of 2001, the Board of Education has authorized the school to release student directory information (students' names, addresses and telephone numbers) upon request to branches of the United States Armed Forces. The parent/guardian or students over the age of 18 may deny release of this information by submitting their request during the enrollment verification process.

Cross Reference:

[Board Policy 7:340, Student Records](#)

11.50 - Preferred Name

Students may elect to utilize a preferred name in addition to their legal first name to be utilized in other school publications and technology systems (e.g., e-mail system, teacher attendance roster, school

newsletter), as long as it is not vulgar or otherwise deemed offensive. Examples include, but are not limited to requesting to be referred to by:

1. A shortened first name (e.g., Becky as opposed to Rebecca; John as opposed to Johnathan);
2. A middle name; or
3. Initials (e.g., J.P. Morgan as opposed to John Pierpont Morgan).

Students may submit a form in PowerSchool to request to use a preferred name by contacting their school counselor.

The use of this name is only for internal purposes and will not be reflected on any student records, documents, transcripts or permanent records.

Cross Reference:

[Board Policy Procedures 7:340, Student Records](#)

[Board Policy 7:11, Transgender Students](#)

Chapter 12 - Parental Right Notifications

12.10 - Teacher Qualifications

Parents/guardians may request information about the qualifications of their student's teachers and paraprofessionals, including:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency or other provisional status through which State qualification and licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher's certification; and
4. Whether any instructional aides or paraprofessionals provide services to your student and, if so, their qualifications.

If you would like to receive any of this information, please contact Executive Director of Human Resources, Angelica Romano.

Cross Reference:

[Board Policy 5:190, Employment of Certificated Staff](#)

12.20 - Standardized Testing

Students and parents/guardians should be aware that the State and District require students to take certain standardized tests, including those outlined in Board Policy 6:340, Student Testing and Assessment Program.

Parents/guardians are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the State's standardized tests. Parents/guardians can assist their students to achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind students and emphasize the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

Cross Reference:

[Board Policy 6:340, Student Testing and Assessment Program](#)

12.30 - Homeless Child's Right to Education

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Cross Reference:

[Board Policy 6:140, Education of Homeless Children](#)

12.40 - Family Life & Sex Education Classes

Students will not be required to take or participate in any class or courses in comprehensive sex education, including in grades 9-12, instruction on both abstinence and contraception for the prevention of pregnancy and sexually transmitted diseases, including HIV/AIDS; family life instruction, including in grades 6-12, instruction on the prevention, transmission, and spread of AIDS; instruction on diseases; recognizing and avoiding sexual abuse; or instruction on donor programs for organ/tissue, blood donor, and transplantation, if the student's parent/guardian submits a written objection. The parent/guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this Section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents/guardians may examine the instructional materials to be used in any District sex education class or course.

12.60 - English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children; (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students; and (3) participate and serve on the District's Transitional Bilingual Education Programs Parent Advisory Committee.

For questions related to this program or to express input in the school's English Learners program, contact the Instructional Supervisor for Multilingual Learners, Dr. Christine Anderson.

12.70 - School Visitation Rights

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences, academic meetings and behavioral meetings. Letters verifying participation in this program are available from the school office upon request.

12.80 - Pesticide Application Notice

The District maintains a registry of parents/guardians of students who have registered to receive written notification prior to the application of pesticides to school grounds. To be added to the list, please contact Director of Operations / CSBO, Dr. Kim Ptak.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

12.90 - Mandated Reporter

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

Cross Reference:

[Board Policy 5:90, Abused and Neglected Child Reporting](#)

12.105 - Student Privacy

The District has adopted and uses several policies and procedures regarding student privacy, parental access to information and administration of certain physical examinations to students. Copies of these policies are available upon request.

12.110 - Sex Offender Notification Law

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

Information about sex offenders or violent offenders against youth is available to the public on the Illinois State Police (ISP) website. The ISP website contains the following:

- Illinois Sex Offender Registry, <https://isp.illinois.gov/Sor/Disclaimer>
- Illinois Murderer and Violent Offender Against Youth Registry, <https://isp.illinois.gov/MVOAY/Disclaimer>
- Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>

12.130 - Parent Notices Required by the Every Student Succeeds Act

Teacher Qualifications

A parent/guardian may request, and the District will provide in a timely manner, the professional qualifications of your student's classroom teachers, including, at a minimum, whether:

1. The teacher has met the State qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. The teacher is teaching under emergency or other provisional status.
3. The teacher is teaching in the field of discipline of the certification of the teacher.
4. Paraprofessionals provide services to the student and, if so, their qualifications.

Testing Transparency

The State and District requires students to take certain standardized tests. For additional information, see [Section 12.20](#).

A parent/guardian may request, and the District will provide in a timely manner, information regarding student participation in any assessments mandated by law or District policy, which shall include information on any applicable right you may have to opt your student out of such assessment.

Annual Report Card

Each year, the District is required to disseminate an annual report card that includes information on the District as a whole and each school served by the District, with aggregate and disaggregated information for each required subgroup of students including: student achievement on academic assessments (designated by category), graduation rates, district performance, teacher qualifications, and certain other information required by federal law. When available, this information will be placed on the [District's website \(glenbrook225.link/Annual-Report-Card\)](#).

Unsafe School Choice Option

The unsafe school choice option allows students to transfer to another District school or to a public charter school within the District under certain circumstances.

Student Privacy

Students have certain privacy protections under federal law. For additional information, see [Section 12.105](#).

English Learners

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. For additional information, see [Section 12.60](#).

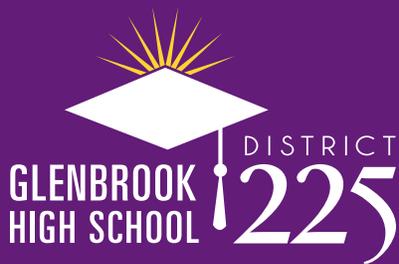
Homeless Students

For information on supports and services available to homeless students, see [Section 12.30](#).

For further information on any of the above matters, please contact the Assistant Superintendent of Student Support, Dr. Lara Cummings.

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GLENBROOK HIGH SCHOOL DISTRICT 225

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