

Glenbrook High School District #225**BOARD POLICY: EARNING CREDIT TOWARD MEETING THE
GLENBROOK HIGH SCHOOL GRADUATION
REQUIREMENTS**

7090

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Section A - Introduction

It is the policy of the Board of Education of District #225 that students are required to earn 24.00 units of credit for graduation from the Glenbrook High Schools (see Board of Education Policy 7300). One unit of credit is equivalent to a full year course, whereas a semester course yields one-half unit of credit. The 24.00 units of credit shall be earned by students following graduation from the eighth grade and prior to graduation from the twelfth grade. These credits shall be earned only through the means indicated below.

Section B - Glenbrook Approved Courses

In most instances credit shall be earned by students through the successful completion of courses offered by the Glenbrook High School district. Such courses shall include only those courses approved by the Board of Education and listed in the curriculum guides.

Section C - Transferred Credits

Students who transfer into the Glenbrook High Schools may receive credit for courses successfully completed in one of the following three types of secondary schools:

1. Secondary schools approved by the Illinois State Board of Education or other state offices of education.
2. Secondary schools accredited by the North Central Association of Secondary Schools or other similar accrediting agencies.
3. Non-accredited schools, including foreign transcripts and home schools, if approved by the principal/designee of the designated school. Approval criteria may include in-class-time, rigor of instruction, content coverage and lab experience, and demonstration of proficiency through examination.
4. Glenbrook officials shall request that the sending school furnish an official transcript of courses and credits when a student transfers into this district. Students who have already graduated from any high school or any non-accredited or home school are not eligible for enrollment in the Glenbrook district. The assistant principal for student ~~personnel~~ services shall attempt to place the eligible student in similar courses to those for which the student was registered at the previous school provided the District has recognized the credits received at the previous school. Letter grades received other than from the District will be recorded on a student's transcript but will not be counted in the student's GPA and will not be allowed as a grade to replace a course previously taken in the Glenbrook district. The determination as to the amount of credit will be determined by the principal/designate pursuant to Section N of this Policy.

Section D – Non-Recognized and Non-Accredited Schools

Recognition of grade placement and academic credits awarded by a non-recognized or non-accredited school is at the sole discretion of the principal/designee of the designated school. A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the district will: 1) be assigned to a grade level according to academic proficiency, and/or 2) have academic credits recognized by the district if the student demonstrates appropriate academic proficiency to the principal or designee. Letter grades received other than from the District may be recorded on a student's transcript but will not be counted in the student's GPA. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.

Section E – Students with Pending Suspension or Expulsion

As permitted by Sections 5/2-3.13a and 5/10-22.6(g) of the *Illinois School Code* [105 ILCS 5/2-3.13a and 105 ILCS 5/10-22.6(g)], if an enrolling student has been suspended or expelled from any public or private school in or outside of Illinois, the student must complete the entire term of the suspension or expulsion before being admitted to the School District. The Administration, in its sole discretion, may enroll the student, and if enrolled, may place the student in an alternative school program established under Article 13A of the *Illinois School Code* [105 ILCS 5/13A-0.5 *et seq.*], if available, for the remainder of the suspension or expulsion. In the event that the student is admitted to an alternative program, such admission and the student's continued attendance shall be considered probationary and subject to compliance with such terms and conditions determined by the principal or designee in his or her sole discretion. The student's admission and continued attendance may be terminated by the principal or designee, in his or her sole discretion, if any of the terms or conditions is violated. Such terms and conditions may include, but are not limited to, continued compliance with an Alternative Discipline Plan and/or payment by the parent/guardian or student of all or a portion of the cost of the alternative program. Transportation to the alternative program shall be the responsibility of the parent/guardian or student.

Section F - Correspondence/Internet Based Courses

1. It is the policy of the Board of Education that a student may elect to take a maximum of two units of credit obtained by the completion of approved correspondence/Internet based courses which may be applied toward the Glenbrook graduation requirements, only with the prior written approval of the principal/designee of the respective school. In the event that the district provides and/or approves alternative education for a student and the venue is through correspondence or Internet based instructions, the amount of credit will be determined by the principal/designee in accordance with Section N of this Policy. All expenses involved in a correspondence or Internet-based course enrollment shall be the responsibility of the enrolling student. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.

2. Under extraordinary circumstances, a student's needs may most appropriately be met by enrollment in a supervised, independent study course by correspondence or via the Internet. In the event that the enrollment in these courses is at the recommendation of the school, the number of allowable units of course credit may exceed two. A student's transcript will reflect the credit and the grade received by the institution. The recorded grades earned at these institutions by the students will not be factored into the student's GPA unless specifically agreed upon and the placement was part of a student's Individualized Educational Plan. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school. All expenses involved in a correspondence or Internet-based course enrollment shall be the responsibility of the enrolling student. ~~Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.~~

Section G - Post-Secondary Institution Course Credit

1. In lieu of the two units of credit which may be earned through correspondence/Internet-based courses, students may enroll, only with the prior written approval of the principal or designee, in a post-secondary institution and earn up to two units of credit toward the Glenbrook graduation requirements. Grades for post-secondary institution courses that count toward the Glenbrook graduation requirements will be posted on the student transcript, but will not be factored into the grade point average (GPA). These grades will not replace grades for courses previously completed. Such enrollment is subject to the provisions of this Board policy. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.
2. In determining whether enrollment in a post-secondary correspondence or Internet-based course is the appropriate educational experience for a student, the principal/designee shall consider such factors as:
 - 1) The availability and similarity of the programs provided at Glenbrook,
 - 2) The ability of the student to access the Glenbrook programs,
 - 3) The number of credits needed by the student to meet graduation requirements,
 - 4) The age of the student,
 - 5) The availability and similarity of Glenbrook summer and evening school courses.

Section H - Non-Glenbrook Summer Programs

Summer classes completed for credit toward graduation at another accredited high school program or at a center within a college or university must be approved in writing in advance by the principal or designee. The amount of credit and level (i.e. regular, honors) awarded by Glenbrook will be determined prior to approval based upon Section N of this policy.

Section I - Non-Accredited Schools

Credits from non-accredited schools will not be accepted at face value, but shall be determined under Section N of this policy.

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Section J - Proficiency Examinations

It is the policy of the Board of Education that proficiency examinations may be used for the purpose of making decisions regarding the placement of students into the appropriate courses. However, the use of proficiency examinations in lieu of classroom instruction for the purpose of earning credit to be applied toward Glenbrook graduation requirements is not authorized.

Section K - Homebound or Hospital Bound Instruction

Students may receive credit toward the Glenbrook graduation requirements through enrollment in homebound or Hospital-bound instruction as approved in writing by the principal/designee. (see Board of Education policy 7160.)

Section L - Military Experience

It is the policy of the Board of Education to accept credit toward the Glenbrook graduation requirements for successful completion of course work offered through the United States military. The determination as to the amount of the credit will be determined by the principal/designee pursuant to Section N of this policy.

Section M - Correctional Institution Educational Programs

It is the policy of the Board of Education to grant high school credit toward the Glenbrook graduation requirements for the completion of educational programs approved by the Illinois State Board of Education which are conducted by the Illinois Department of Correction. The determination as to the amount of the credit will be determined by the principal/designee pursuant to Section N of this policy.

Section N – Determination of Credit Awarded

1. The determination as to the extent to which credit shall be awarded for any course outside of courses offered by the Glenbrook district shall be made by the principal/designee of the respective school. Consideration of the extent to which credit shall be awarded shall be based on factors including, but not limited to, classroom time, course content, rigor of instruction, lab experience, demonstration of proficiency and, in the case of courses taken by the student outside of the District, comparison to coursework offered by the District.
2. In the event the student disagrees with that determination, the student may request that the Superintendent review such finding, and the Superintendent's determination shall be final. Such request shall be made in writing to the Superintendent within five days after the student receives the determination of the principal/designee.

Approved: November 19, 1979
Revised: May 29, 2001
Revised: June 13, 2005
Revised: September 22, 2008
Revised:

BOARD POLICY: GRADUATION REQUIREMENTS

Section A - Course Requirements

~~The following units of credit are required for graduation from the Glenbrook High Schools for students entering as ninth graders in the 2005-06 school year:~~

- ~~1. English (1) 4.00 units~~
- ~~2. Physical Education (2) 3.50 units~~
- ~~3. Mathematics (3) 3.00 units~~
- ~~4. Social Studies (4) 2.00 units~~
- ~~5. Science (5) 1.00 units~~
- ~~6. Applied Arts (6) 0.50 units~~
- ~~7. Consumer Education 0.50 units~~
- ~~8. Driver Education (7) 0.25 units~~
- ~~9. Fine Arts (8) 0.50 units~~
- ~~10. Health 0.50 units~~
- ~~11. Electives 8.25 units~~

~~TOTAL NUMBER OF UNITS: 24.0 units~~

The following units of credit are required for graduation from the Glenbrook High Schools for students entering as ninth-graders in the 2006-07 school year:

- 1. English (1) 4.00 units
- 2. Physical Education (2) 3.50 units
- 3. Mathematics (3) 3.00 units
- 4. Social Studies (4) 2.00 units
- 5. Science (5) 1.00 units
- 6. Applied Arts (6) 0.50 units
- 7. Consumer Education 0.50 units
- 8. Driver Education (7) 0.25 units
- 9. Fine Arts (8) 0.50 units
- 10. Health 0.50 units
- 11. Electives 8.25 units

TOTAL NUMBER OF UNITS: 24.0 UNITS

Section A - Course Requirements (Cont'd)

The following units of credit are required for graduation from the Glenbrook High Schools for students entering as ninth-graders in the 2007-08 school year:

1.	English (1)	4.00 units
2.	Physical Education (2)	3.50 units
3	Mathematics (3)	3.00 units
4.	Social Studies (4)	2.00 units
5	Science (5)	2.00 units
6.	Applied Arts (6)	0.50 units
7.	Consumer Education	0.50 units
8.	Driver Education (7)	0.25 units
9.	Fine Arts (8)	0.50 units
10.	Health	0.50 units
11.	Electives	7.25 units

TOTAL NUMBER OF UNITS: 24.0 UNITS

NOTES:

- (1) Two years of writing intensive courses are required by the State of Illinois, effective for students entering as ninth-graders in the 2006-2007 school year. At least one of these classes must be in English. Classes which meet this requirement will be so identified in the course enrollment guide.
- (2) ~~Physical Education - Other elective courses may be substituted for two credits in Physical Education if, in the judgment of the principal, such action is desirable for graduation. The principal also has the authority to waive one or more credits for Physical Education if, in his judgment, the needs of the student are best served by such action. The principal/designee can substitute up to two credits of Physical Education for students enrolled in grades 11 and 12 if those pupils request to be excused for any of the following reasons: (1) for ongoing participation in an interscholastic athletic program or a marching band program for credit as per Section B of this policy; (2) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the pupil being denied admission to the institution of his or her choice; or (3) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the pupil being unable to graduate.~~ If a waiver is approved in accordance with the policy, the graduation requirement for physical education will be reduced accordingly.
- (3) ~~Mathematics - Effective for students entering as ninth graders in the 2005-06 school year, † Three years units of credit~~ of mathematics are required. ~~Effective for ninth-graders entering in the 2006-07 school year,~~ one of these courses must be Algebra I, and one must include geometry content.
- (4) Social Studies - One unit of credit in U.S. History must be earned as part of the two units of credit required in Social Studies.

- (5) Science - ~~Effective for students entering as ninth graders in 2007-08 school year, t~~ Two units of credit are required in Science.
- (6) Applied Arts - The Applied Arts shall include courses in applied technology, business education (excluding Consumer Education), family and consumer sciences, designated courses in computer technology, the Beginning Photography course, and the Introduction to Broadcasting course.
- (7) Driver Education - The classroom phase of driver education is required for graduation; the behind-the-wheel phase is not required. This graduation requirement may be met by the student successfully completing a drivers' education program offered by a state-accredited private driver education school, however high school credit will not be granted for such completion.
- (8) Fine Arts - The Fine Arts shall include courses in art, drama, music designated courses in the English department, the Beginning Photography course, and the Introduction to Broadcasting course.

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

1. Be enrolled in a minimum of six courses for credit during each semester they are enrolled in the district. The principal may waive the six-course requirement, on a case-by-case basis, if the needs of the student are best served by such action;
2. Be enrolled in an English course during each semester while enrolled in high school;
3. Pass a qualifying examination covering the proper use and display of the U.S. flag, American patriotism, and representative government as shown in (1) the Declaration of Independence, (2) the U.S. Constitution, (3) the Illinois State Constitution and (4) voting procedures.
4. Meet state requirement for taking the Prairie State Achievement Examination (PSAE) unless a student is exempted because:
 - a) The student's Individualized Education Program (IEP) developed under Article 14 of the School Code identifies the PSAE as inappropriate, even with accommodations - - and the student is eligible to take, and takes the Illinois Alternate Assessment (IAA) instead; or
 - ~~b) The student is exempt due to his/her lack of English language proficiency and the student is eligible to take, and takes the Illinois Measure of Annual Growth in English (IMAGE) instead, or~~

- e) b) The student is enrolled in an Adult or Continuing Education program as defined in the Adult Education Act - - and the student is not dually enrolled in his/her local school district.

5. Acceptable Proof That a Student Has Taken the PSAE

For grade 11 testing in the spring or for the grade 12 retake in the fall during the spring administration, a student has taken the PSAE if - - for the relevant test administration - -

- a) The student's name appears on one of the following:
 - 1) PSAE School Roster for Day 1 and/or Day 2
 - 2) PSAE score label (on the student's transcript) for Day 1 and/or Day 2
 - 3) ACT Assessment High School List Report for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.
 - 4) ACT Assessment High School Report (for the individual student) for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.
 - 5) ACT Assessment score label (on the student's transcript), or for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.
- b) The student provides a copy of one of the following:
 - 1) PSAE Individual Student Report
 - 2) ACT Assessment Student Report for students who are scheduled to receive a regular high school diploma prior to the Spring 2010 PSAE administration.

Section B - Physical Education

- 1. Students shall be required to be enrolled in a Physical Education course during each semester they are enrolled in the district; enrollment in the required Health course shall satisfy this requirement for the semester during which the student is enrolled in the required Health course.
- 2. Junior and senior students who participate in a Board of Education approved ~~varsity~~ interscholastic athletic team, or who are enrolled in a marching band course offered for credit, shall be eligible to substitute the ~~varsity~~ athletic team or marching band participation for enrollment in one semester of Physical Education, during the semester in which the student is participating in the ~~varsity~~ athletic team or marching band. Marching band participation will begin with the 2007-2008 school year. Eligibility for such substitutions shall be subject to the following conditions:
 - a) The student shall continue to be required to be enrolled in a minimum of six courses during the semester in which the ~~varsity~~ athletic team or marching band participation is substituted for participation in Physical Education.

- b) To substitute ~~varsity~~ athletic or marching band participation for enrollment in physical education for an entire semester, the student must replace the physical education course with another course for credit.
- c) A student ~~who is not enrolled in another course for credit~~ may substitute ~~varsity~~ athletic or marching band participation when offered for academic credit during the official season for participation in the physical education class in which they are enrolled. They will remain enrolled in the physical education class and will be expected to fully participate at all times during the semester that is are outside of the official ~~varsity~~ athletic or marching band season. Students electing this option will be expected to follow the established policies of the physical education department for attendance during the official ~~varsity~~ athletic or marching band season.
- d) ~~The~~ A student who voluntarily discontinues participation on an ~~must remain on the varsity~~ athletic team may be required to re-enroll in a physical education class or be required to make up the enrollment in and credit for Physical Education for that semester. ~~through at least the first scheduled contest.~~ Students removed from a team ~~prior to the last day for class schedule changes, shall~~ may be re-enrolled in Physical Education as determined by the school administration.
- e) Students who are not able to continue their participation on a ~~varsity~~ athletic team because of injury shall not be required to re-enroll in Physical Education.
- f) A student on a winter season ~~varsity~~ athletic team, i.e., a team with schedule that spans first and second semester who elects to substitute athletic participation for enrollment in Physical Education, must do so during the first semester.
- g) A student participating in ~~varsity~~ athletic teams in two separate seasons (fall, winter, spring) may elect to substitute athletic participation for enrollment in Physical Education during each semester, provided that the two separate seasons are a combination of a fall or winter sport and a spring sport.
- h) If a student requests the substitution of participation in a ~~varsity~~ athletic team for enrollment in Physical Education at registration time, indicating an intention to be a part of an athletic team later in the year, and that student subsequently does not go out for the team or does not fill the other conditions listed above, the student shall be required to make up the enrollment in and credit for Physical Education for that semester.
- i) Credit toward graduation will not be given for the semester during which ~~varsity~~ athletic team or marching band participation is substituted for physical education.
- j) ~~Any exceptions to any of the conditions listed above shall require the approval of the principal of the school.~~

Section C

A unit of credit has traditionally been an arbitrary measure of learning expected for a class meeting daily for the entire school year. However, under our present programs, it is possible for students to complete successfully this learning in less than one full year. Thus, units of credit become measures of successful learning accomplished rather than arbitrarily assigned time in class. With performance being the significant factor in determining progress, it is possible for some students to complete the graduation requirements in less than four years.

Section D - Early Graduation

1. Upon application, the Board of Education authorizes early graduation for students who meet the following criteria:
 - a) Have satisfied all requirements for graduation as contained in Section A of this policy.
 - b) Have demonstrated that an alternative to continuing their high school education would be more productive to them and in the respective student's best interests.
 - c) Have parental/legal guardian permission for early graduation, for students under 18 years of age as of the date of graduation.
2. A faculty committee chaired by the assistant principal for ~~pupil personnel~~ student services or designee shall be appointed by the principal in each school. The committee shall process all petitions for early graduation and shall recommend to the principal as to whether or not the petitioner fulfills the aforementioned criteria. Requests for early graduation shall be granted only if approved by ~~both~~ the committee, the principal, and the superintendent.
3. As part of the application procedure, students and their parents shall be required to certify that the student will remain in attendance at the Glenbrook High Schools through the regularly-scheduled final examination period of the student's last semester. Exceptions to this requirement must be approved by the assistant principal for ~~pupil personnel~~ student services.

Section E - Social Promotion

Students shall not be promoted to the next higher grade level or approved for graduation based upon age or any other social reasons not related to the academic performance of the students.

Reference: Section 105 ILCS 5/10-20.9a of the School Code.

Approved:

December 4, 1972

Revised: May 1, 1978; March 5, 1979; March 24, 1980; February 10, 1986; March 10, 1986; June 23, 1986; May 29, 2001, October 9, 2001; December 13, 2004; July 10, 2006;

BOARD POLICY: GRADUATION CEREMONIES

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Section A - Graduation Ceremonies

1. Each Glenbrook high school shall conduct a formal graduation ceremony ~~in June of each year~~ at the completion of the school year in accordance with the calendar adopted by the Board of Education.
2. In addition, a ~~formal District~~ school graduation ~~shall~~ may be offered in January of each year for those students approved for mid-year graduation.
3. A graduation ceremony in this district is considered as a school function, and, as such, is under the supervision of the principal and his staff, who are responsible for its planning, implementation, and success. All eligible students may participate in the graduation ceremonies or may be excused from participation upon request.

Section B - Student Participation in Graduation Ceremonies

1. A student who has received prior approval for mid-year graduation and who has completed all graduation requirements by the end of his seventh semester shall be eligible to participate in graduation ceremonies if one is offered in January but not in June or at the end of the year if a January graduation is not held by the school or the student elects to attend the end of year ceremony. A student's diploma will be awarded after their graduation ceremony.
2. Any student who has received approval for mid-year graduation but fails to meet all graduation requirements by the end of his seventh semester and plans a June graduation must re-enroll the first day of the next semester for a full semester program of courses. This does not preclude the requesting student a part-day program in accordance with Board Policy ~~JBH~~ 8060.
3. A student who has completed all graduation requirements by the end of the eighth semester shall be eligible to participate in graduation ceremonies and may receive his diploma at this ceremony.
4. A student who does not meet necessary graduation requirements by the end of the eighth semester but can fulfill the necessary requirements by attending summer school shall be permitted to participate in graduation exercises upon showing evidence of his enrollment in summer school. Students who elect to participate in the June ceremony but who must attend summer school to fulfill graduation requirements will not be awarded an official diploma until all graduation requirements are met. In all other respects, students in this category shall be considered as graduates of the June class.

Approved: April 21, 1975

Revised: May 29, 2001

Revised: