

# Glenbrook Evening High School



**GBE**

SERVING  
NORTHFIELD  
TOWNSHIP  
HIGH SCHOOL  
DISTRICT 225  
RESIDENTS

## INDEX

Origin . . . . .	3
Accreditation/Records . . . . .	3
Graduation . . . . .	3
Faculty . . . . .	3
Eligibility/Application . . . . .	3
Day Transfer Student . . . . .	4
Students Speak . . . . .	4
Student Life . . . . .	4
Advantages of Evening High School . . . . .	4
Graduation Requirements . . . . .	4
Credits . . . . .	5
Grade Reporting . . . . .	5
Homework . . . . .	5
Grading Procedure . . . . .	5
Tardiness . . . . .	6
Academic Grade . . . . .	6
Probation . . . . .	6
Attendance . . . . .	6
Guidance Services . . . . .	7
Rules . . . . .	7
Existence of the Evening High School . . . . .	8

## ADMINISTRATION

Dr. Michael Riggle . . . . . Superintendent  
*Glenbrook High Schools*

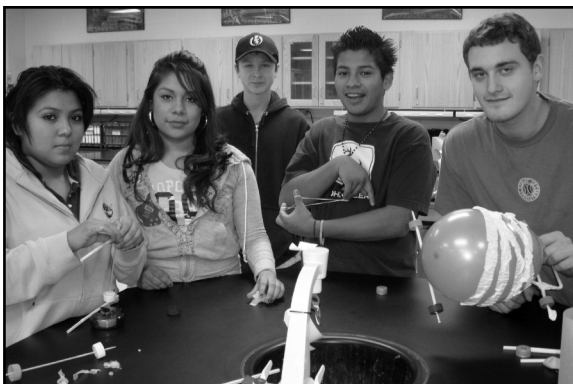
Mr. Frank Santa . . . . . Principal  
847-486-4465

Ms. Melissa DeFrenza . . . . . Guidance Counselor  
847-486-4709

Fax . . . . . 847-486-4739

Switchboard . . . . . 847-729-2000

Address: 1835 Landwehr Road  
Glenview, Illinois 60026



## **ORIGIN**

The Glenbrook Evening High School was established as an alternative program for students living in Northfield Township High School District #225 who can best be served by attending a small school with small class enrollment held in the evening.

The school opened in February 1975 with thirty-three students, eight teachers and twelve class sections.

In recent years the student population has averaged between seventy and ninety students per semester. These students are taught by twenty teachers in twenty-two class sessions.

## **ACCREDITATION/RECORDS**

Glenbrook Evening High School is the third fully accredited high school in District #225. Students who enter Glenbrook Evening High School have their permanent records transferred to and remain on file with GBE.

## **GRADUATION**

Graduation ceremonies are held at the conclusion of each semester. As of the June 2008 graduation over 2,170 students have graduated, and many of these graduates pursued post high school education. In addition, many day transfer students have earned sufficient credits in GBE to meet day school graduation requirements.

## **FACULTY**

All faculty members are hired by the Director of Human Resources in the Glenbrook School District and are licensed to teach by the state of Illinois.

## **ELIGIBILITY/APPLICATION**

Applicants must reside in Glenbrook High School District #225. Registration in Glenbrook Evening High School begins with the day school counselor and requires the approval of the Assistant Principal for Student Services. Older students who have dropped out of Glenbrook North or South must also start with the day school counselor. Students new to our district may apply directly to GBE by meeting with its principal.

## DAY TRANSFER STUDENTS

With approval from the day school and GBE, GBN and GBS students who need one credit or less to meet day school graduation requirements may attend GBE to earn the needed credit. These transfer students then graduate with the day school, and are responsible for contact with the day school regarding graduation.

## STUDENTS SPEAK. . .

The majority of students are pleased with GBE's class schedule, meeting times and faculty. Students are very happy with the small school atmosphere and feel it contributes to learning. Due to size, GBE cannot offer as wide a curriculum as either Glenbrook North or Glenbrook South.

## STUDENT LIFE. . .

Students are encouraged to participate in community service, they have a GBE yearbook, plan their prom, and create clubs which focus on their interests.

## STUDENTS ARE RESPONSIBLE FOR TRANSPORTATION TO AND FROM SCHOOL

### ADVANTAGES OF EVENING HIGH SCHOOL:

- Students can find desirable day employment and meet school demands within a reasonable time frame.
- GBE meets four week nights, Monday through Thursday.
- Small class size allows increased individual attention and academic help.
- All homework is completed in the classroom.
- The small school size allows more individuality in school/student interaction. Fewer rules are needed and by design students are treated more like college students.
- The elimination of physical education, lunch hour, free periods etc., reduces time requirements. A student attending full time finds a savings of hours, days and weeks.

## GRADUATION REQUIREMENTS

English	3 credits
Mathematics	2 credits (3 credits begins class of 2009)
Science	1 credit (2 credits begins class of 2011)
Social Studies	2 credits (1 must be U.S. History)

**Constitution:** According to state law, a public high school graduate must have received a passing grade on examinations covering (1) U.S. and State of Illinois Constitutions; (2) Declaration of Independence; (3) voting procedures; and (4) proper display of the American Flag.

Consumer Education	½ credit
Driver Education	¼ credit (classroom phase required)
Health	½ credit
Elective Courses	6¾ credits (class of 2009)
Elective Courses	5¾ credits (class of 2011)
<b>TOTAL</b>	<b>17 Credits</b>

*Note:*

1. Physical Education is not required for graduation nor is credit for physical education transferable into the evening high school.
2. With the exception of day “transfer” students, a minimum of two units of credit must be earned in the evening high school to meet graduation requirements.
3. Once enrolled, a maximum of two credits may be earned outside of District 225 (for example, Oakton College or correspondence courses).

### **CREDITS**

A student receives one unit credit for each course passed which meets a minimum of 120 clock hours during the school year and one-half unit of credit for each course passed which meets a minimum of 60 clock hours during one semester. A maximum of four classes may be taken each semester. This allows a full-time student to earn two credits a semester. An additional one-half credit per semester may be earned if the student qualifies for the Independent Work Experience program. Credits earned in GBE are equivalent to credits earned in the day school.

### **GRADE REPORTING**

In order to give students and parents an appraisal of students’ achievements in school, reports are mailed home at mid-semester and at semester’s end. Progress reports may be mailed home at any time to identify either exceptional or poor performance.

### **HOMEWORK**

All school work is completed during class time, unless a student wishes to do extra-credit or has fallen behind as a result of an excused absence.

### **GRADING PROCEDURE**

It is the philosophy of the evening school that a student’s final grade reflect both academic and dependability performance. Therefore, one-half of the final grade is based on being in class, arriving on time, having a positive and cooperative attitude and working to one’s ability . The dependability scale is based on 15 class sessions as follows:

Dependability Grade Percentage	In Classes Meeting Once a Week This Represents Being Present for	Grade
90-100%	14.0-15.0 classes	A
80-89%	12.5-13.5 classes	B
70-79%	11.5-12.0 classes	C
60-69%	10.5-11.0 classes	D
0-59%	0-10.5 classes	Fails Course

## TARDINESS

Tardiness represents “time not in class”, therefore, when minutes tardy total one hour, a class absence is recorded and the tardiness total begins anew. Late arrival is a disturbance to the class and habitual tardiness may result in the removal of a student from a class.

## ACADEMIC GRADE

The “academic” grade is based on class work, quizzes, tests, and final examinations. The “dependability” grade is averaged with the class work, test, quiz and final examination grades, and that average represents the final grade. Example:

<u>Dependability Grade</u>	<u>Academic Grade</u>	<u>Final Grade</u>
A	C	B
C	A	B
C	B	C or B (teacher discretion)

## PROBATION

Students who do not maintain academic and/or dependability progress may be placed on probation. Once on probation, a student must carry a grade point average as determined by the Principal and comply with stricter attendance requirements. Failure to do so may result in the student being dropped from the evening high school.

## ATTENDANCE

The following is an explanation of how attendance relates to academic work.

The “excused”, “unexcused”, or “explained” absences refer only to academic work. “Excused” absences allow the student to make up work missed; “unexcused” absences do not allow make-up work and “explained” absences give the teacher the option to allow or deny make-up work. Examples of these categories:

Excused: illness, death in family, prearranged religious excuse, doctor’s appointment.

Unexcused: truancy

Explained: no ride, car broke down, had to drive someone to airport, work, etc.

Please remember a student must be present and working in class for 70% of the time in order to pass the course. Failure to be present 70% of the time results in course failure regardless of reason.

Since GBE students are expected to be gainfully employed during the day and attend classes late into the evening, all class work is completed while at school. Therefore, regular attendance is most important.

## GUIDANCE SERVICES

All counseling and guidance services provided to the day student are available to the GBE student.

## RULES

Portions of the student handbooks of Glenbrook North and South may be applicable to evening high school students. The following rules, with an explanation of their need and penalties, should be followed.

1. **Student Behavior:** The Board expects all students to behave in a way that enhances academic growth and social maturity. This includes academic honesty, civility, respect for others, tolerance, inclusiveness, responsible citizenship, and fair play.
2. **Attendance:** The evening high school student is not administratively punished for truancy. Tardiness and absence are incorporated into our grading procedure, and when the student misses time in class, his/her grade goes down. When he/she has missed over 30% of the class time, regardless of reason, the student receives an "F" in the class. Students who are present, but then find it necessary to leave school, must sign out at the office. Students who just "disappear" from a class will receive a zero for academic work and dependability for the night.
3. **Smoking:** "No smoking" is the rule at all times, on all school property, for all individuals. A student caught smoking is warned and reminded of the rule on the first and second violation. A third violation results in a one night suspension from school, and a fourth violation results in a two night suspension from school. Repeat offenders will receive additional suspension days which will result in the student being dropped from his/her courses with no credit. A student shall be considered in violation of this policy, hereafter referred to as the "Smoking Policy," when the student is observed:
  - a. Holding a lit or unlit cigarette or tobacco product;
  - b. Throwing away a cigarette; or
  - c. Exhaling smoke from the mouth or nose; or,
  - d. Placing any tobacco products in the mouth or nose; or
  - e. Occupying or exiting a bathroom cubicle, vehicle, space or area from which smoke is emanating.
4. **Drugs:** The school administration is authorized to suspend and/or recommend expulsion in cases of gross disobedience or misconduct. This shall include, but not be limited to: the sale of, the distribution of, the possession of, the consumption of or the exhibiting of evidence or any indications of having consumed, or participation in a plan to sell, distribute, possess, or consume any illegal substances. "Illegal substance" is defined as all alcoholic liquor, all controlled substances under the Controlled Substances Act, cannabis under the Cannabis Control Act, any "look-alike" substance, any drug paraphernalia, any anabolic steroid.

5. **“Misconduct”**: The school administration is authorized to suspend, modify the educational placement, and/or refer or recommend to the Board for consideration of expulsion of a student for violation of any of the following policies:
  - a. Policy 7220: Purpose and Use of Computer and Network Resources
  - b. Gang related activity or behavior
  - c. Such other conduct as described in Board Policies 8400, 8420, 8430, 8440, 8450, 8460, 8470, and 8480
  - d. In general, if the student were to violate this rule, the teacher would warn him/her one time. The student would be sent to the office for the second occurrence, with a notification to the parents that if this unacceptable behavior continued, the student would be dropped from the course with no credit. In cases of gross disobedience or serious offenses, there will be an immediate suspension and a possible recommendation for expulsion.
  
6. **Student Identification Card**: GBE is a small learning community that operates during evening hours at Glenbrook South High School at a time when many other student and adult groups are present for a variety of purposes. To ensure the safety of all, when requested, GBE students are required to identify themselves by producing this ID card and/or to accompany school personnel to the office, if requested. Any GBE student who refuses to identify him/herself or refuses to accompany the school personnel to the office may be recommended for suspension and/or expulsion.
  
7. **Visitors**: GBE exists for the educational benefit of legally registered students. Visitors or guests are not allowed on school property. GBE students who encourage unauthorized visitors may be suspended and risk expulsion from school.

### **EXISTENCE OF THE EVENING HIGH SCHOOL**

The Board of Education provides Glenbrook Evening High School as an alternative educational program. In contrast to day school, the program is not required by law and can be terminated. Very few high schools throughout the nation have an evening school alternative program.

Glenbrook Evening High School exists with the approval of the Superintendent and School Board. They ask that students who attend GBE assume certain responsibilities. First, and most important, is that students work toward the successful completion of their high school program. If this were not the case - if most students failed - there would be no reason to continue GBE. Second, GBE may not go beyond the financial limits established by the Board.

Each student who enters the evening school owes the program, its teachers, and other students a loyalty and respect which is necessary for the continuance and well being of the school. No student action should endanger the total program or cause an increase in cost which might require other students to pay tuition. Fortunately, the majority of students have accepted this responsibility of good citizenship.