

Glenbrook High School District #225**BOARD POLICY: VOLUNTARY TERMINATION BENEFITS FOR CERTIFIED
ADMINISTRATORS AND SUPERVISORS****6100**

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Section A – Introduction

It shall be the policy of the Board of Education of District #225 to recognize the services of its regularly employed certified administrators and supervisors who have provided long and effective service to the youth of our community through a program of voluntary termination benefits.

Section B - Eligibility

Certified administrators and supervisors who have been full time employees of District #225 for a minimum of ten years immediately preceding their voluntary termination or for an aggregate minimum of fifteen years of which a minimum of five years are immediately preceding their voluntary termination, may apply for termination benefits under this policy as “Eligible Former Employees.”

For the purposes of this Policy, an administrator or supervisor who is eligible to receive a TRS retirement pension of at least 74.6% of average salary and will attain age 55 on or before December 31 during the calendar year of retirement, shall be deemed to attain age 55 on the preceding June 1.

Section C – Benefits Available to Eligible Former Employees Who Satisfy the Eligibility Requirements of Section B of this Policy

In lieu of insurance access or coverage provided in Section D, below, the Board of Education shall provide the Eligible Former Employees with an annual cash severance payment of \$2,500 for each of five years following retirement. Such payments shall be made on or before September 30 of each school year following the school year of retirement under TRS. It is the intent of the Board that such payments shall not be considered creditable earnings for purposes of the Illinois Teachers’ Retirement System, and no such payment shall be made to the extent it subjects the Board to any additional payment or penalty to TRS. Eligible Former Employees may, at their sole discretion, waive entitlement to this benefit and elect those insurance allowance benefits contained in Section D.

Section D - Benefits Available to Eligible Former Employees Until Age 65 or the Age of Medicare or Medicaid Eligibility, Whichever Shall Occur First

The Eligible Former Employee may select the benefits contained in this Section D in lieu of the benefits provided for in Section C, above.

1. The Board of Education shall provide Eligible Former Employees individual medical insurance coverage under the District’s High Deductible Health Care Plan, Blue Advantage HMO or TRIP HMO Plan, as selected by the Eligible Former Employee. The Board shall pay an amount equal to 95% of the premium therefor. In the event that the plan selected by the Eligible Former Employee is no longer an option for District employees or no longer available, the Eligible Former Employee may select coverage under one of the aforementioned remaining plans, if any, or under a plan that may be designated by the District, in its discretion. Under no circumstances will the premium contributed toward the TRIP HMO Plan be greater than that contributed toward the district’s plans.

Section D - Benefits Available to Eligible Former Employees Until Age 65 or the Age of Medicare or Medicaid Eligibility, Whichever Shall Occur First (Continued)

2. Eligible Former Employees shall be allowed to maintain family medical insurance coverage under a plan referred to in Paragraph 1 of this Section D, or designated by the District, in its discretion; provided they had family coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premium, less the Board's contribution, referred to in Paragraph 1 of this Section D.
3. Eligible Former Employees shall be allowed to maintain individual or family dental coverage as then available to employees of the District provided they had such coverage on the effective date of their retirement. Eligible Former Employees shall be responsible for the full premiums for these plans.

Section E – Special Provisions for Certified Administrators and Supervisors

1. In addition to the benefits provided in paragraphs 1 and 2 of this Section D, the Board of Education shall contribute \$2,500, annually, to the Glenbrook Health Savings Plan (America's VEBA Solution or the plan then in effect for District employees), on behalf of the Eligible Former Employee, for a period of five years after the effective date of retirement.
2. The insurance allowance specified in paragraph 1 of Section E may be used toward the purchase of health insurance provided by TRS or health or dental insurance then provided by the district, provided participation by retirees in the district's plan is allowed by the provisions of the then-current policy. No cash payment shall be made to any Eligible Former Employer.
3. The Board of Education shall provide Eligible Former Employees with \$50,000 of term life insurance until the Eligible Former Employee reaches age 65 or the age of Medicare or Medicaid eligibility whichever shall occur first. The term life insurance shall be provided by the Board at no cost to the Eligible Former Employee.
4. The Board of Education shall pay both the employer's and the employee's contribution to TRS for Eligible Former Employees who elect to participate in the State's Early Retirement Option. In no case shall the Board's total payment, for any Eligible Former Employee, exceed 135% of the contribution required of the Board of 40 ILCS 5/17-130-I. The state's Early Retirement Option is no longer available after June 30, 2016.
5. The Eligible Former Employees shall be allowed to convert any term life insurance, bought or provided for by the district, and carried, on their last date of employment, to any alternative policy approved by the insurance carrier. After such conversion, Eligible Former Employees shall be responsible for full payment of any premium.
6. Eligible Former Employees shall be allowed to continue to participate in the Employee Assistance Program provided by the Board for regularly employed certified administrators and supervisors.

Section F -Benefits Available to Eligible Former Employees

1. All requests for participation under Section E must be submitted in writing to the Assistant Superintendent of Human Resources prior to April 1 of the certified administrator or supervisor's final four years of employment. The request shall include a copy of the administrator or supervisor's latest Personal Statement of Benefits from TRS.
2. Participation in the benefits under Section E plan is dependent on unconditional and irrevocable resignation of the certified administrator or supervisor who enters into a four-year employment contract with the Board of Education. Any employee who does not fulfill their contract, under Section E, for whatever reason, shall be ineligible for any of the benefits contained in Sections D & E of this Policy.
3. Participants, in benefits under Section E plan, shall have each of their last four years annual salary increased by an amount equal to 6% of their previous year's annual salary.
4. The 6% increase described in Paragraph 3 of this Section E shall be in lieu of any salary increases which the administrator or supervisor would otherwise receive.
5. Salary payments described in Paragraph 3 of this Section E shall be defined as contractual salaries paid for performance of duties as an administrator or supervisor. The salaries shall not include any stipends or any other payment of any type whatsoever.
6. During the administrator's or supervisor's last four years of employment, they shall not receive any stipends or other payments, of any type, that they are not currently receiving immediately prior to the start of the contract. Any stipends or payments removed during the last four years of employment shall not be reinstated.

Section G – Vacation

In addition to those benefits contained in Section D, retirees who were employed by the District on a full-time, twelve-month basis, may choose to have the Board of Education directly contribute to the Glenbrook VEBA Health Savings Plan, the value of up to ten (10) days of unused vacation days, at their then current annual base salary per diem rate for the first year of retirement. Any other vacation days accrued and earned, must be used or they will be forfeited.

Section G H – Miscellaneous Provisions

1. For purposes of this Policy, the school year shall begin on July 1 and end on June 30.
2. The terms "administrator" or supervisor," when used in this Policy, shall mean all full-time regularly-employed personnel who have been issued a certified administrative employment contract by the district.

Section G H – Miscellaneous Provisions (Continued)

3. If an employee, who has been approved for participation in one of the plans in this Policy, dies prior to their declared retirement date, the employee's prorated salary shall be calculated utilizing the 106% salary rates, in lieu of any benefits otherwise provided under this Policy 6100.
4. An eligible administrator or supervisor who applies for retirement benefits in their last year of employment, (i.e., after April 1st of their next to last year of employment but prior to April 1st of their last year of employment, shall have their last year's annual salary increased by 6% of their previous year's annual salary. Eligible individuals shall also have access to the benefits listed in Sections D & E of this Policy.
5. If changes occur in the operation of TRS, which result in an increase in the cost of this Policy to the Board, the Board shall have the authority to revise this Policy in such a manner that the revision shall result in no additional cost to the Board relative to the current Policy.
6. This Policy shall be effective from and after July ~~13, 2009~~ 1, 2016.

Approved: June 7, 1978
Revised: October 22, 1979
Revised: November 5, 1979
Revised: November 19, 1984
Revised: December 16, 1985
Revised: August 21, 2000
Revised: April 23, 2001
Revised: January 9, 2006
Revised: August 31, 2009
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 2006-07 school year:

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

~~TOTAL NUMBER OF UNITS: 24.0~~

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

TOTAL NUMBER OF UNITS: 24.0

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.

Section A - Course Requirements (continued)

- (2) **Physical Education** - The principal/designee can substitute up to two credits of Physical Education for students enrolled in grades 11 and 12 if those students request to be excused for any of the following reasons: (1) for ongoing participation in an interscholastic athletic program or a marching band program for credit; (2) to enroll in academic classes which are required for admission to an institution of higher learning, provided that failure to take such classes will result in the student being denied admission to the institution of his or her choice; or (3) to enroll in academic classes which are required for graduation from high school, provided that failure to take such classes will result in the student being unable to graduate. In addition, a student in any of grades 9 through 12 who is eligible for special education may be excused if the student's parent or guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services or, if there is no agreement, the individualized education program team for the student determines that the student must utilize the time set aside for physical education to receive special education support and services, which agreement or determination must be made a part of the individualized education program. However, a student requiring adapted physical education must receive that service in accordance with the individualized education program developed for the student. If requested, the principal/designee is authorized to excuse the student from engaging in a physical education course if the student has an individualized educational program under Article 14 of Illinois State Code, is participating in an adaptive athletic program outside of the school setting, and documents such participation as determined by the principal/designee. If a waiver is approved in accordance with the policy, the graduation requirement for physical education will be reduced accordingly. Procedures for an approved physical education waiver are listed in Section B of this policy.
- (3) **Mathematics** - Three units of credit of mathematics are required, one of these courses must be Algebra I, and one must include geometry content.
- (4) **Social Studies** - One unit of credit in U.S. History and 0.5 units of "Civics" (effective for students entering as ninth graders in the 2016-2017 school year) must be earned as part of the two units of credit required in Social Studies. Courses which meet the "Civics" requirement are identified in the course enrollment guide.
- (5) **Science** - Two units of credit are required in Science.
- (6) **Applied Arts** - The Applied Arts shall include courses in applied technology, business education (excluding Consumer Education), family and consumer sciences, designated courses in computer technology, the Beginning Photography course, and the Introduction to Broadcasting course.
- (7) **Driver Education** - The classroom phase of driver education is required for graduation; the behind-the-wheel phase is not required. This graduation requirement may be met by the student successfully completing a driver education program offered by a state-accredited private driver education school, 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.

Section A - Course Requirements (continued)

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 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) PS&E 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 PS&E administration.~~

Section B - Physical Education Waiver Procedures

1. Students shall be required to be enrolled in a Physical Education course during each semester they are enrolled in the district; enrollment in the required Health course shall satisfy this requirement for the semester during which the student is enrolled in the required Health course.
2. Junior and senior students who participate on an interscholastic athletic team that is either an IHSA sanctioned and/or Board of Education approved sport, or who are enrolled in a marching band course offered for credit, shall be eligible to substitute the athletic team or marching band participation for enrollment in one semester of Physical Education, during the semester in which the student is participating in the athletic team or marching band. 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 athletic team or marching band participation is substituted for participation in Physical Education.
 - b) To substitute athletic or marching band participation for enrollment in physical education for an entire semester, the student must replace the physical education course with another course for credit.
 - c) A student may substitute athletic or marching band participation when offered for academic credit during the official season for participation in the physical education class in which they are enrolled. They will remain enrolled in the physical education class and will be expected to fully participate at all times during the semester that are outside of the official athletic or marching band season. Students electing this option will be expected to follow the established policies of the physical education department for attendance during the official athletic or marching band season.
 - d) A student who voluntarily discontinues participation on an athletic team may be required to re-enroll in a physical education class or be required to make up the enrollment in and credit for Physical Education for that semester. Students removed from a team may be re-enrolled in Physical Education as determined by the school administration.
 - e) Students who are not able to continue their participation on a athletic team because of injury shall not be required to re-enroll in Physical Education.

Section B - Physical Education Waiver Procedures (continued)

- f) A student on a winter season athletic team, i.e., a team with schedule that spans first and second semester who elects to substitute athletic participation for enrollment in Physical Education, must do so during the first semester.
- g) A student participating in athletic teams in two separate seasons (fall, winter, spring) may elect to substitute athletic participation for enrollment in Physical Education during each semester, provided that the two separate seasons are a combination of a fall or winter sport and a spring sport.
- h) If a student requests the substitution of participation in a athletic team for enrollment in Physical Education at registration time, indicating an intention to be a part of an athletic team later in the year, and that student subsequently does not go out for the team or does not fill the other conditions listed above, the student shall be required to make up the enrollment in and credit for Physical Education for that semester.
- i) Credit toward graduation will not be given for the semester during which athletic team or marching band participation is substituted for physical education.

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.

Section D - Early Graduation (continued)

2. A faculty committee chaired by the assistant principal for student services or designee shall be appointed by the principal in each school. The committee shall process all petitions for early graduation and shall recommend to the principal as to whether or not the petitioner fulfills the aforementioned criteria. Requests for early graduation shall be granted only if approved by the 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 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; February 8, 2010; October 7, 2013, _____