
OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES

TO: DR. MIKE RIGGLE
FROM: BARB DILL-VARGA
SUBJECT: REVISIONS TO BOARD POLICIES 7080, 7080 PRO, 7090, 8030
DATE: AUGUST 20, 2008
CC: BOARD OF EDUCATION

Attached please find revisions to the following Board Policies:

- 1) **Board Policy 7080:** CORRESPONDENCE AND INTERNET BASED COURSES
- 2) **Procedures for Implementing Board Policy 7080:** Correspondence and Internet Based Courses
- 3) **Board policy 7090:** EARNING CREDIT TOWARD MEETING THE GLENBROOK HIGH SCHOOL GRADUATION REQUIREMENTS
- 4) **Board Policy 8030:** STUDENTS TRANSFERRING INTO THE GLENBROOK DISTRICT

Background

We have policy (and procedures) in several different locations that addresses how we accept credit for high school graduation (See BP: 7080, 7080 PRO, BP 7090, and BP 8030). As a result, parents and administrators are often confused as to which policy to consult or apply in given situations. These policies address internet or correspondence courses as well as credit achieved from other institutions prior to a student transferring in to the Glenbrooks. Because of some recent situations of confusion, we have made the decision to consolidate these policies. We have also provided some clarity regarding the points of confusion that have arisen at both buildings where interpretations may have differed when looking at one policy over another. These improvements are noted on the following attachments.

In general, we have eliminated BP 7080 and its procedures as well as BP 8030, choosing instead to embed pertinent details from those policies into a newly expanded Board Policy 7090. We have left untouched Board Policy 7100 HIGH SCHOOL TRANSCRIPT RECOGNITION FOR COURSES COMPLETED IN THE MIDDLE SCHOOL as its focus is clearly on recognizing the middle school foreign language and mathematics course experiences of many of our students.

The revisions were discussed and finalized by assistant principals for guidance (Mark O'Brien and Pat Carlson), associate principals for curriculum (Rosanne Williamson and Cameron Muir) and myself. These policies have also been reviewed by building and district administrative teams.

I recommend that the Board review these revisions in their first review at the September 8, 2008 Board meeting.

Glenbrook High School District #225

~~BOARD POLICY: CORRESPONDENCE AND INTERNET BASED COURSES 7080~~

~~Section A~~

~~It is the policy of the Board of Education of District #225 to seek to meet the individual needs of all Glenbrook students by providing appropriate programs within the Glenbrook High Schools based upon these needs. However, 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 such cases, the administration is authorized to approve enrollment in correspondence courses for credit toward the Glenbrook graduation requirements pursuant to Board Policy 7090.~~

~~Section B~~

~~It is the policy of the Board of Education that a maximum of two units of credit obtained by the completion of approved correspondence or Internet based courses may be applied toward the Glenbrook graduation requirements. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school. The principal/designee shall determine the extent to which credit will be awarded for any such course, based upon standards set forth in Board Policy 7090.~~

~~Section C~~

~~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.~~

Approved: July 25, 1977; Item #6240
Reviewed: April 23, 1984
Revised: May 29, 2001
Revised: June 13, 2005

**PROCEDURES FOR IMPLEMENTING BOARD POLICY: CORRESPONDENCE
AND INTERNET BASED COURSES**

7080

- ~~1. Students may enroll in a correspondence or Internet-based course and receive credit toward the Glenbrook graduation requirements, only with the prior written approval of the principal/designee of the respective school.~~

- ~~2. In determining whether enrollment in a correspondence or Internet-based course is the appropriate educational experience for a student, 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.~~~~

- ~~3. Only correspondence or Internet-based courses approved by the administration pursuant to Board Policy 7090 shall be accepted for credit toward graduation from the Glenbrook High Schools.~~

Approved Providers for
Correspondence/Internet Based Courses

Correspondence Courses:

Extension High School of the University of Nebraska

Internet Based Courses:

Extension High School of the University of Nebraska
Illinois Virtual High School

Adopted: July 25, 1977; Item #6240
Reviewed: April 23, 1984
Revised: May 29, 2001
Revised: June 13, 2005

**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). 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 seat time, rigor of instruction, content coverage and lab experience, and demonstration of proficiency through examination.

Glenbrook 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 high school are not eligible for enrollment in the Glenbrook district. The assistant principal for student personnel services shall attempt to place the student in similar courses to those for which the student was registered at the previous school.

Courses shall be evaluated for credit in terms of the following criteria:

1. The student's performance in the subject area.
2. The in-class time spent by the student working in the subject area.
3. A comparison of the course with courses offered at Glenbrook.

4. 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.

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.

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 may, in its sole discretion, 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 ~~D~~-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 credits obtained by the completion of approved correspondence/Internet based courses which may be applied toward the Glenbrook graduation requirements (see Board of Education policy 7080), 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 ~~determined~~ amount of credit will be determined, provided and recorded as pass/fail. ~~If this approval is a result of a student's Individualized Educational Plan, credits may be recorded as a letter grade.~~

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 enrollment in these courses is at the recommendation of the school, the number of allowable course credits 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 the placement was part of a student's Individualized Educational Plan.

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 ~~D-G~~ -Correspondence/Internet Based Courses (Continued)Post-Secondary Institution
Course Credit

2. — In lieu of the two units of credit which may be earned through correspondence/Internet-based courses, students may enroll, only with the prior 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.

3. In determining whether enrollment in a 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 ~~HE~~ - 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 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 ~~K-M~~ of this policy.

Section ~~IF~~ - Non-Accredited Schools

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

Section ~~G-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 ~~H~~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 by the principal/designee. (see Board of Education policy 7160.)

Section ~~L~~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.

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.

Section N – Determination of Credit Awarded

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.

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.

**BOARD POLICY: EARNING CREDIT TOWARD MEETING THE
GLENBROOK HIGH SCHOOL GRADUATION
REQUIREMENTS**

7090

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~~Section J—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.~~

~~Section K—Determination of Credit Awarded~~

~~The determination as to the extent to which credit shall be awarded for any course, whether offered by the District or otherwise, 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.~~

~~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

Section A

~~Glenbrook shall request that the sending school furnish a transcript of courses and credits when a student transfers into this district. The assistant principal for student personnel services shall attempt to place the student in similar courses to those for which the student was registered at the previous school.~~

Section B – Recognized and Accredited Schools

~~Students who transfer into the Glenbrook High Schools may receive credit for courses successfully completed in secondary schools approved by the Illinois Office of Education or offices of education in the state where the secondary school is located, secondary schools accredited by the North Central Association of Secondary Schools or other similar accrediting agencies, or from foreign schools approved by the superintendent or designee. Courses shall be evaluated for credit in terms of the following criteria:~~

- ~~1. — The student's performance in the subject area.~~
- ~~2. — The in-class time spent by the student working in the subject area.~~
- ~~3. — A comparison of the course with courses offered at Glenbrook.~~
- ~~4. — 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.~~

Section C – 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 superintendent or designee. 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 superintendent 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.~~

Section D – 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 may, in its sole discretion, 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 superintendent or designee in his or her sole discretion. The student's admission and continued attendance may be terminated by the superintendent 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.~~

Approved: May 21, 1973
Revised: October 9, 2001
Revised: February 13, 2006
Revised: February 12, 2007