



To: Dr. Charles Johns  
Board of Education  
From: Brad Swanson  
Date: November 14, 2022  
Re: Policies and Procedures

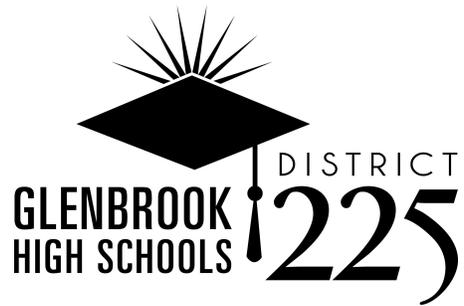
**Background:**

The district has established a Policy and Procedures Review Process that leads to revisions of current or adoptions of new policies and procedures. Much of this work involves the Superintendent Policy Committee, which consists of two Board Members, the Superintendent, the Associate Superintendent, and the Executive Director of Human Resources. In addition, the Assistant Superintendent for Administrative Services facilitates it.

The review process is supported by two primary resources - ongoing discussions with legal counsel and the use of the Policy Reference Education Subscription Service (PRESS) as provided by the Illinois Association of School Boards (IASB). The district's legal counsel is directly involved with reviewing recommended revisions and creating new policies. In addition, PRESS provides ongoing guidance on policy and procedure subjects, suggested language, and state and federal law updates. District policies and procedures are identified for review based on legal counsel or PRESS recommendations, present district circumstances or discussions, or a three-year timeline.

The review process consists of but is not limited to, the following steps.

1. Superintendent identifies the prioritization of policies and procedures to be reviewed.
2. The Policy Committee and legal counsel conduct an initial read and review.
3. District stakeholders are identified to participate as an ad hoc committee as needed and conduct an initial read and review.
4. Suggested revisions are offered on working documents.
5. Legal educational sessions and additional reviews are conducted as needed.
6. Updates and reviews are facilitated with the leadership of the GEA, GESSA, and GESPA as appropriate.



7. Updates and reviews are facilitated with standing administrative committees or teams such as building Instructional Leadership Teams, the Building Administrative Teams, Instructional and Operational Councils, and Cabinet.
8. Feedback from all stakeholder reviews is communicated to the Policy Committee.
9. Review cycles and discussions are repeated as necessary to establish a comprehensive process that provides voice and understanding for all relevant stakeholders, association leadership, administration, and the Policy Committee.
10. The Policy Committee recommends revised policies and procedures to the Board of Education for a First Read.
11. Additional discussions or reviews may occur based on board members' or community feedback.
12. The Policy Committee recommends revised policies and procedures to the Board of Education for a Second Read and Approval.

**Recommendation:**

As the Superintendent's Policy Committee recommended, please review and discuss the following revisions to the given Board of Education policies and procedures. Please note the summary description and revision highlights underneath each policy or procedure.

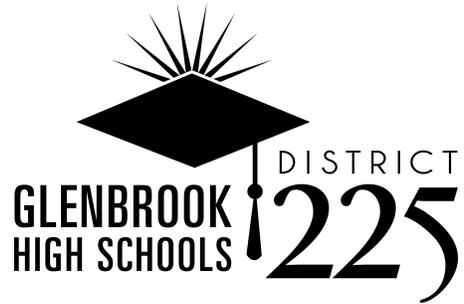
If desired, these policy and procedure revisions will be recommended for Board of Education approval at the meeting on November 28, 2022.

**7210 Policy - Instructional Equipment - Musical Instruments**

Sunset Policy - The substance of 7210 Policy has been incorporated into the revised 7180 Policy, Section F - Procurement and Distribution of Materials. With this addition, the separate policy can be sunsetted. 7180 Policy is available for reference at the end of this document.

**7210 Procedures - Instructional Equipment - Musical Instruments**

Sunset Procedures - The substance of 7210 Procedures has been incorporated into the revised 7180 Policy, Section F - Procurement and Distribution of



Materials. With this addition, the separate procedures can be sunsetted. 7180 Policy is available for reference at the end of this document.

**8010 Policy - Student Eligibility for Admission**

Revised Policy - Incorporates a statement that clarifies enrollment eligibility for students that have already graduated from high school. This statement was previously included in Board Policy 7090 - Earning Credit Toward Meeting Graduation Requirements, but was removed in the September 2022 revision with the intent of adding it to this policy.

## Reference Document:

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Board Policy 7180

### **Instructional Materials**

#### Section A - Introduction

The Board of Education is committed to the development of an informed and responsible citizenry. As elected community officials, the Board of Education recognizes its responsibility to be sensitive to community standards in the performance of its duties. The Board of Education also recognizes that, in a pluralistic society, differing points of view exist that cannot be ignored because of partisan or doctrinal preferences. Thus, the Board of Education affirms each student's access to Instructional Materials that reflect a variety of values and perspectives and entrusts to the professional judgment of the administration and teaching staff the selection of appropriate Instructional Materials. To ensure a comprehensive and balanced education, principle and reason, not personal opinion or prejudice, should guide the selection of materials. Materials shall not be excluded because of the race, nationality, political, or religious views of the author/creator.

All District classrooms and learning centers should be equipped with an evenly proportioned assortment of Instructional Materials. These materials should provide quality learning experiences for students and:

1. Enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served;
2. Stimulate growth in factual knowledge, literary appreciation, aesthetic values, critical thinking, and ethical standards;
3. Present varied points of view concerning the problems and issues of our times -- international, national, and local -- so that students may develop under guidance the practice of critical reading and thinking;
4. Spur the interest and enlightenment of all students;
5. Depict in an accurate and unbiased way the diversity and pluralistic nature of American society, and
6. Contribute to a sense of the worth of people regardless of sex, race, religion, nationality, ethnic origin, sexual orientation, disability, viewpoint, morals, or other differences that may exist.

#### Section B - Definitions

Instructional Materials - Resources approved, purchased, and provided by the Board of Education or those required to be purchased by students (either directly or by loan, per Section F below) that support the curriculum.

#### Section C - Approval Process

1. The Board of Education will approve and make available to students all required textbooks and other Instructional Materials that are required for any approved curricular offering, including those required to be purchased by students.
2. Supplemental materials that have not been approved by the Board of Education, may be provided so long as each student is given the option to choose alternate materials that, in the teacher's judgment, would satisfy the course requirements.

#### Section D - Availability of Materials for Public Inspection

Any member of the public may inspect any textbook or other Instructional Material upon request. Any complaint regarding instructional materials may be brought pursuant to Policy 9050 Procedures - Concerns Regarding Curriculum or Related Instructional Materials.

#### Section E - Supplemental Materials

Teachers are encouraged to use supplemental material when it will enhance, or otherwise illustrate, the subjects being taught, and are to ensure, prior to any use, that such material is age-appropriate. No R-rated movie shall be shown to students unless prior approval is received from the Superintendent or designee, and no movie rated NC-17 (no one 17 and under admitted) shall be shown under any circumstances. These restrictions also apply to television programs and other media with equivalent criteria.

#### Section F - Procurement and Distribution of Materials

The school bookstore will stock approved Instructional Materials and other materials used in school. To facilitate the orderly processing of requests for material purchasing, the materials list for each class shall be finalized by April prior to the upcoming school year.

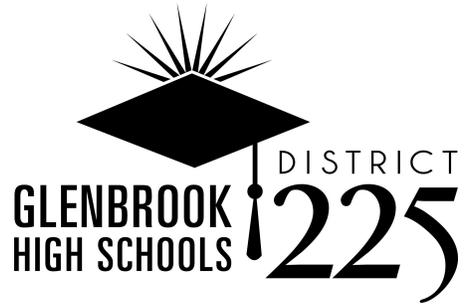
Instructional Materials may be loaned to students through the assessment of a student fee (Board Policy 4040), or sold directly to students. Materials loaned to students must be returned in an acceptable rental condition, including, but not limited to:

- No water damage;
- No broken spine or binding;
- No tears in or taping on the covers;
- No missing, torn, or loose pages;
- No burn, fire, or smoke damage; and
- No odor of any kind.

Musical instruments that are utilized in a school's instrumental music program may also be loaned to students. Each school will be responsible for procuring and maintaining an inventory of musical instruments for loan to students through the assessment of a student fee (Board Policy 4040). Any student borrowing a musical instrument will be required to submit a contract signed by the student's parent/guardian with the following provisions:

- A description of the musical instrument assigned to the student for the school year.
- The student fee that will be assessed to the student's financial account for renting the musical instrument.
- Acknowledgment that the student will assume all costs of repairs for the musical instrument that are necessary to be made during the school year, except for repairs that are considered normal wear and tear. Normal wear and tear is defined as:
  - Woodwinds: Pads and corks can be expected to wear out in normal use.
  - Brass: Lacquer finish can be expected to wear off at places on the musical instrument where it is in frequent contact with the body.
  - Strings: Strings, bow hair, and bridges can be expected to wear out in normal use.
- Acknowledgment that the student will assume full responsibility for the cost of replacement in the event the musical instrument is lost or stolen.

Students that do not return Instructional Materials loaned to them by the last day of the school year, or return such Materials in a non-acceptable rental condition, will be assessed a financial obligation in the amount of the school purchase price for replacement and the cost of shipping and handling such replacement.



**Board Policy 7180**

The price for any Instructional Materials sold directly to students will be set as follows:

- If sold directly by the school, the price will include the school purchase price and the cost of shipping and handling (105 ILCS 5/28-8);
- If sold by a designated agent, the price will not exceed 110% of the school purchase price (105 ILCS 5/28-9).

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase Instructional Materials or to pay required fees (105 ILCS 5/28-19.2). Students unable to purchase Instructional Materials or pay required fees shall be advised of the financial assistance program as outlined in Board Policy 8230.

Approved: April 7, 1975  
Revised: May 29, 2001  
Revised: February 24, 2014  
Revised: October 24, 2022

Section A

The Board recognizes that a sound instrumental music program culminates in outstanding performing groups. The Board further recognizes that certain musical instruments, imperative to this end, are exceedingly costly and should be purchased and owned by the school district. Below is a list of Board approved instruments that will be maintained in the school music department inventory and provided by the district for rental. In such circumstances, the Board shall purchase and rent instruments to students at a nominal fee established annually by the Board:

Band

Piccolo	E	<sup>b</sup> Bass Clarinet	Bass Trombone
Oboe	E	<sup>b</sup> Contra-Bass Clarinet	Euphonium (Baritone Horn)
English Horn	B	<sup>b</sup> Contra-Bass Clarinet	<sup>b</sup> BB Tuba
Bassoon	B	<sup>b</sup> Soprano Saxophone	Sousaphone
<sup>b</sup> E Clarinet	B	<sup>b</sup> Tenor Saxophone	Guitar Amplifiers
<sup>b</sup> E Alto Clarinet	E	<sup>b</sup> Baritone Saxophone	All percussion instruments
Piano		French Horn (Single & Double)	Flugelhorn

Orchestra

Harp	Viola	Cello
Bass	A Clarinet	C Trumpet
English Horn		

Section B

Individual students are expected to purchase instruments not listed above, for use in band and orchestra course offerings and activities. If a student chooses to use a school instrument for rehearsals to save wear and tear on his/her privately-owned instrument, the semester fee will

be charged.

Section C

The Board will require that a contract be signed by the student/parent and the designated school representative before a musical instrument is assigned to the student. The contract shall contain the following provisions:

1. That the student has been assigned "X" instrument (with serial number) for "X" semester of "X" school year.
2. That the student will assume all costs of repairs for that instrument that are necessary to be made during the time limit set forth on the contract except for those repairs that are considered "normal wear and tear."
3. That the student or his family will assume full responsibility for replacing the instrument if lost or stolen when not on school property.
4. That the student will pay a fee to be determined annually by the Board.
5. That, when more than one student has been assigned the same instrument, each student will assume responsibility for the provisions outlined above.

Section D

In cases of severe financial need or in the case in which the good of the band requires that a student play a school-owned instrument rather than his own, the building principal is authorized to waive the rental fee.

Approved: December 15, 1975

Revised: June 7, 1982

Revised: May 29, 2001

PROCEDURES FOR IMPLEMENTING BOARD POLICY: INSTRUCTIONAL EQUIPMENT

7210 --MUSICAL Page 1 of 4 pages  
INSTRUMENTS

A. ~~Students who are enrolled in regular instrumental courses in the day school are eligible to rent instruments from the Glenbrook High Schools. The instrumental director will assess the needs with the students in instrumental classes to determine which instruments are to be rented and to whom they will be rented.~~

~~The instruments which will be available for rent from the school are:~~

Band

~~Piccolo ————— E<sup>b</sup> Bass Clarinet ————— Bass Trombone  
Oboe ————— E<sup>b</sup> Contra-Bass Clarinet ————— Euphonium (Baritone Horn)  
English Horn ————— B<sup>b</sup> Contra-Bass Clarinet ————— BB<sup>b</sup> Tuba  
Bassoon ————— B<sup>b</sup> Soprano Saxophone ————— Sousaphone  
E<sup>b</sup> Clarinet ————— B<sup>b</sup> Tenor Saxophone ————— Guitar Amplifiers  
E<sup>b</sup> Alto Clarinet ————— E<sup>b</sup> Baritone Saxophone ————— All percussion instruments  
Piano ————— French Horn (Single & Double) ————— Flugelhorn~~

Orchestra

~~Harp ————— Viola ————— Cello  
Bass ————— A Clarinet ————— C Trumpet  
English Horn~~

B. ~~Contract Provisions: Student rental of a school-owned instrument:~~

- ~~1) Each student who desires to rent a school-owned instrument will be required to secure a contract which must be signed by the student and parent and the instrumental director before an instrument can be assigned to the student. (A copy of the contract is addended to this procedural statement.)~~

PROCEDURES FOR IMPLEMENTING BOARD POLICY: INSTRUCTIONAL EQUIPMENT

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- 2) ~~The student and parent will assume all costs of repairs for that instrument which are necessary to be made during the time set forth in the contract, except for those repairs that are considered to be “normal wear and tear.” “Normal wear and tear” is described as follows:~~

~~Woodwinds: Pads and corks can be expected to wear out in normal use.~~

~~Brass: Lacquer finish will wear off at places on the instrument where it is in frequent contact with the body.~~

~~Strings: Strings, bow hair, and bridges will need to be replaced in normal use.~~

~~Anything other than the above can be considered beyond “normal wear and tear.”~~

~~The instrumental director will periodically check the condition of all rented instruments. Those that are in need of repair, beyond that which is considered “normal wear and tear” will be sent out for repair by the school. In instances where repairs are necessary, the instrumental director will then arrange for the instrument to be repaired, and the parents will be billed for the repairs directly from the repair shop.~~

- 3) ~~The student and parent will assume full responsibility for replacing the instrument if it is lost or stolen. In instances where loss or theft occurs, the student/parent shall notify the instrumental director and the instructional supervisor of music immediately. Replacement of the lost or stolen instrument will be with a new one of the same make and model. If the instrument is lost or stolen while on school property, and it can be proven that this loss was not due to negligence or carelessness on the part of the student, the school will assume full responsibility.~~

- 4) ~~Each student desiring to rent a school-owned instrument may secure a contract from the music department office. Fees for rental of a school-owned instrument will be established annually by the school board. Before being issued an instrument, the student must do the following:~~

~~(a) Make payment of fees at the school bookstore.~~

~~(b) Submit to the music department office a signed contract and the receipt of payment of fees from the bookstore.~~

- 5) ~~In the event that more than one student is assigned to the same instrument, each student will assume responsibility as outlined above. In addition, instruments which are being used by more than one person may not be removed from school property without permission of the instrumental director. Separate mouth pieces shall be provided to students who share the use of a wind or brass instrument.~~

~~C. In cases of severe financial need or in cases in which musical balance of the ensemble requires that a student play a school-owned instrument rather than his own, the building principal is authorized to waive the rental fee.~~

~~Students/families wishing to have the fee waived due to severe financial need should contact in writing the instrumental director directly. The director will then consult the school's guidance department to determine the status of the request in the same manner that the free school lunch and/or textbook programs are administered. Parents will be notified in writing the results of their request. All matters of this nature shall be kept in strict confidence.~~

~~In instances where the instrumental director requests a student to play a school-owned instrument rather than his own instrument, the director may recommend to the building principal that the rental fee be waived.~~

~~When a student uses a school-owned instrument in rehearsal so save wear and tear on his/her own instrument, the established semester fee will be charged.~~

~~In the event that the student should withdraw from the program, the instrument must be turned over to the school immediately at which time the contract would become void. Fees will be returned only if the student withdraws from the course prior to the third week of the first semester. If a student has paid fees for the entire year and finds it necessary to withdraw prior to the third week of the second semester, one semester's fee will be refunded.~~

Original: Student

Copy #1: Instrumental Director

Copy #2: District Business Office

**AGREEMENT FOR USE OF SCHOOL  
MUSICAL INSTRUMENT**

This agreement dated \_\_\_\_\_ between Glenbrook High School and \_\_\_\_\_, parent/guardian of \_\_\_\_\_, intended to set forth the conditions under which the school will furnish the student a musical instrument on a rental basis in order that he/she may participate in a music program at the school.

The school agrees to provide the student a \_\_\_\_\_, serial number \_\_\_\_\_, for a fee of \$ \_\_\_\_\_ per semester for both practice and performance in the musical program at the school. No fee refunds will be made should the student withdraw from the music program after the second week of the semester. The instrument must be returned immediately upon withdrawal from the program.

The school provides storage for the instrument in the music department. Theft of school-owned instruments is covered by the school when the instrument is on the school site. Privately owned instruments are not covered by the school insurance.

Parent/guardian \_\_\_\_\_ and the student \_\_\_\_\_ agree to pay all costs of repair for the instrument during the period of this agreement except for repairs which are necessary due to normal use of the instrument. They also agree to assume full responsibility for replacing the instrument with a new one of the same make and model if it is lost or stolen when not on school property.

It is understood that the instrument may be taken home for practice subject to the above conditions.

Signed: Signed:

\_\_\_\_\_ Student

Instrumental Director Glenbrook \_\_\_\_\_ High School

\_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian

This agreement covers the period of

the \_\_\_\_\_ semester of the \_\_\_\_\_

school year.

\_\_\_\_\_ Date \_\_\_\_\_

Address

\_\_\_\_\_  
City State

\_\_\_\_\_  
Telephone number

## **Student Eligibility for Admission**

### Section A - Introduction

In order to attend the Glenbrook High Schools on a tuition-free basis, a student is required to be a lawful resident, within the boundaries of Glenbrook High School District 225, under the provisions of 105 ILCS 5/10-20.12b, except as provided otherwise in State law.

**Students who have already graduated from any high school or any non-accredited or home school are not eligible for enrollment in the school district.**

As used in this policy and procedures, the term superintendent or principal includes the designee of the superintendent or principal.

### Section B - Definitions of a District Resident

The residency of a person who has legal custody of a pupil is deemed to be the residence of the pupil (105 ILCS 5/10-20.12b). If the student's legal custodian(s) does not reside in the district or if any doubt arises as to the student's residency, the district may require that additional supporting documentation be provided evidencing residency within the district. Such information and documentation will be subject to verification by the district.

Except in limited situations, "a person who knowingly enrolls or attempts to enroll in the schools of a school district on a tuition-free basis a pupil known by that person to be a nonresident of the district shall be guilty of a Class C misdemeanor" (105 ILCS 5/10-20.12b(e)).

"A person who knowingly or willfully presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend any school in that district without the payment of a nonresident tuition charge shall be guilty of a Class C misdemeanor" (105 ILCS 5/10-20.12b(f)).

A student 18 years of age or older may independently establish individual residency without reference to the student's parents' residency (755 ILCS 5/11-1).

### Section C - Required Enrollment Documentation

1. Any student enrolling in the district shall be required to provide such information and documentation as deemed necessary by the district's representative who shall determine whether the student is eligible for attendance before the student may be enrolled, subject to the provisions of Section G.
2. Prior to being admitted, any student enrolling in the district shall be required to produce an official birth certificate, or other official documentation proving the student's age.
3. The school district validates residency affirmations as submitted by families on an ongoing basis, and shall request additional documentation from the student's family should it be deemed necessary by the superintendent.

### Section D - Nonresident Students

A nonresident student may, at the discretion of the superintendent, be permitted to begin attending the schools of the district if the student's legal custodian substantiates, by adequate documentation, that residency will be established by the end of the first semester of the school year. Adequate documentation includes, but is not limited to, the required residency documentation outlined in Section C of this policy.

Prior to attending the schools of the district, nonresident tuition as outlined in Section H of this policy must be prepaid for the first semester by the legal custodian.

1. If residency is established by the end of the first semester, the prepaid tuition will be refunded, on a pro-rata basis.
2. If residency is not established by the end of the first semester, the student's attendance shall terminate at the end of that semester. A student may request to attend for one additional semester, with the pre-payment of tuition as previously described, and the submission of adequate documentation that residency will be established by the end of that additional semester. No further extensions will be permitted.

If a determination of non-residency has been made, the legal custodian(s) of the student, or the student who is at least 18 years of age, may request a hearing to review the determination of non-residency status. The procedures for requesting a hearing are set forth in procedures for this policy.

A student who becomes a nonresident during the school year may complete that school year without payment of tuition provided that the student was previously a resident under the provisions of (105 ILCS 5/10-20.12a(a)).

A student who becomes a non-resident immediately proceeding the conclusion of the junior year may be enrolled for the senior year. The following conditions apply to this situation:

1. The student has completed their junior year, on a tuition-free basis, as a legal resident of the district; and
2. The student's legal custodian(s) submit a letter to the superintendent which indicates:
  - a. their request that the student be permitted to complete their final year of high school at one of the district's schools; and
  - b. their agreement to pre-pay nonresident tuition as defined in Section H of this policy;
3. Instructional space and personnel are available;
4. The welfare of the student is best served by such admission and such admission will not be adverse to the best interests of the district; and
5. The student's legal custodian(s) agree that transportation will be the responsibility of the legal custodian(s).

The Board of Education reserves the right to place a non-resident student in the school that best meets the needs and conveniences of the district. The Board of Education reserves the right to terminate the

enrollment of the tuition student at the end of any semester for any reason so long as such termination is not contrary to law. No such determination by the Board shall be deemed precedential.

#### Section E - Students of Military Personnel

Military personnel who have changed residence due to a military service obligation may submit a written request to allow their student(s) to continue to attend the district schools, under the provisions of 105 ILCS 5/10-20.12b(a-5). The student(s)'s residence will be deemed to be unchanged for the duration of the custodian's military service obligation. Transportation will remain the responsibility of the legal custodian(s). If at the time of enrollment, a dependent child of military personnel is housed in temporary housing located outside of the District but will be living within the District within 60 days after the time of initial enrollment, the child is allowed to enroll, subject to the requirements of State law, and must not be charged tuition (105 ILCS 5/10-22.5(a-5)).

#### Section F - Students Designated as Homeless

A student, who has conclusively been determined to be "homeless" within the meaning of federal or state law, shall be enrolled without payment of non-resident tuition. The enrollment of the "homeless" student shall not be delayed due to lack of legal guardianship or student records, under the provisions of 105 ILCS 5/10-20.12g.

#### Section G - Students Unable to Establish Residency

If residency has not been clearly established, a student will not be permitted to enroll and begin attendance in the district unless Section E or F is applicable. However, in extraordinary circumstances where residency verification has not been completed for good cause shown and which is beyond the control of the legal custodian, attendance may be permitted upon pre-payment of thirty days tuition as defined in Section H. If residency is not established within the said thirty days, tuition may be paid, in advance, for successive thirty-day periods until (a) residency is established, or (b), if residency is not established, tuition for the balance of the current semester is prepaid. In the absence of the fulfillment of part (a) or (b) above, the student's enrollment shall terminate at the end of the thirty days and tuition paid, therefore, shall be forfeited. If residency is thereafter established, tuition shall be refunded pro-rata.

#### Section H - Tuition Rate

The tuition rate for the Glenbrook High Schools shall be the most recent rate as certified by the school district's external auditors. The daily tuition rate shall be the annual tuition rate divided by 178 school days.

Approved: December 4, 1972  
Revised: July 22, 1974  
Revised: August 19, 1974  
Revised: October 23, 1995  
Revised: October 20, 1997  
Revised: April 13, 1998  
Reviewed: May 29, 2001  
Revised: December 13, 2004  
Revised: February 26, 2007  
Revised: February 11, 2008



Revised: February 9, 2009  
Revised: October 13, 2014  
Revised: May 18, 2020  
Revised: TBD