


GLENBROOK HIGH SCHOOLS
Assistant Superintendent for Business Affairs
Regular Meeting – Monday – February 9, 2009

TO: Dr. Mike Riggle

FROM: Dr. Craig A. Schilling 

DATE: February 9, 2009

RE: **APPROVAL: Regarding Changes to Board Policy 8010: Student Eligibility for Admission to the Glenbrook High Schools**

It is recommended that the Board of Education approve the changes to Board Policy and Procedures 8010: Student Eligibility for Admission to the Glenbrook High Schools, as attached.

Change being recommended for the policy:

1. **Section G** – In accordance with the recommendation of the Suburban Cook County Regional Office of Education's Compliance Visitation in October, 2008, we have made the necessary changes in Section G of the policy in regards to legal guardianship and student records.

Changes being recommended for the procedures:

1. No changes are recommended for the procedures.

CAS/lbw

pc: Board of Education

Attachment

**BOARD POLICY: STUDENT ELIGIBILITY FOR ADMISSION TO THE
GLENBROOK HIGH SCHOOLS**

Section A

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 Northfield Township High School District No. 225, under the provisions of 105 ILCS 5/10-20.12b, Residency: Payment of Tuition.

Section B

A student whose custodial parent, or person who has legal custody as described under the provisions of 105 ILCS 5/10-20.12b, Residency: Payment of Tuition, is a resident within the district and will be presumed to be a district resident for purposes of this policy. If the student's legal custodian 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. The *Illinois School Code* states, "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) As used in this policy and procedures, the term superintendent or principal includes the designee of the superintendent or principal.

Section C

A student 18 years of age or older may independently establish individual residency without reference to his/her parents' residency.

Section D

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 I.
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 their age.

Section E

A nonresident student may, at the discretion of the superintendent or his designee, be permitted to begin attending the schools of the district if his/her 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 the Procedures for Implementing Board Policy 8010. However, the student may not commence attending the schools of the district until nonresident tuition is pre-paid (by certified check or money order) for the first semester by the legal custodian. Such payment shall be deposited in the accounts of the district. If residency is established by the end of the first semester, the pre-paid tuition will be refunded, on a prorata basis. If residency is not established by the end of the first semester, there will be no refund of pre-paid tuition and the student's attendance shall terminate at the end of the then current semester unless either actual residency is established or tuition is prepaid for the ensuing semester.

Section F

A student who becomes a nonresident during the school year may complete that year without payment of tuition provided that the student was previously a resident under the provisions of 105 ILCS 5/10-20,12b.

Section G

A student, who has conclusively been determined to be "homeless" within the meaning of federal or state law, shall be enrolled without payment of 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 5/10-20.12b.**

Section H

If a determination of non-residency has been made, the legal custodian 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 to this policy.

Section I

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 G 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 payment of thirty days tuition, (i.e., District 225's then-current tuition rate/179 school days). 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 section (a) or (b) above, the student's enrollment shall terminate at the end of the thirty days and tuition paid therefor shall be forfeited. All tuition payments shall be paid by casher's check or certified check, or by money order. If residency is thereafter established, tuition shall be refunded.

Section J

Any written communication from the superintendent, Board of Education, or their designee, whether as the result of a decision, notice of hearing, request for information or otherwise, shall be deemed conclusively given as of the time the communication is sent by certified mail return receipt requested, postage prepaid, addressed to the person to whom the communication is directed.

Section K

All district employees, to the extent permitted by law, shall hold sources of information on possible violations of this policy confidential.

Section L

A nonresident student may only be ultimately admitted to a district school with approval of the Board of Education under the following conditions, all of which must be met:

1. The student has completed his/her junior year, on a tuition-free basis, as a legal resident of the district; and
2. The student's parent(s)/guardian(s) submit a letter to the superintendent which indicates: 1) their request that the student be permitted to complete his/her final year of high school at one of the district's schools, and 2) their agreement to pay nonresident tuition therefore; and
3. Prior to the commencement of such semester of attendance, the district's receipt of payment of a semiannual prorated tuition payment based upon an annual tuition fixed by the Board of Education in accordance with 105 ILCS 5/10-20.12a, Tuition for Non-Resident Pupils; and

BOARD POLICY: STUDENT ELIGIBILITY FOR ADMISSION TO THE 8010
GLENBROOK HIGH SCHOOLS

Page 4 of 4

Section L (Cont'd)

4. Instructional space and personnel are available; and
5. 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.

The Board of Education reserves the right to place the tuition student in the school, which 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.

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