

Private Music Instruction on School Premises

Section A - Introduction

The Board of Education of District #225 recognizes the advantages gained by students who participate in private music instruction when such instruction is not available in the existing educational program. The Board has, therefore, authorized a program of private music instruction in the schools which should be designed to complement the regular instructional program. Enrollment in private music instruction must not be a precondition for participation in any school-sponsored program, and the use of school facilities for school-sponsored programs must always have priority over use for private music instruction. Since public schools must provide programs which are accessible to all students, private music instruction must be provided for students who cannot afford it.

Section B - Tuition Rates

1. The Board of Education authorizes the superintendent to establish tuition rates for private music lessons conducted on school premises. The Fine Arts Instructional Supervisors shall recommend rates to the superintendent. The rates shall be sufficient to attract and retain quality private music instructors and shall be comparable to those rates charged in contiguous high school districts.
2. Private music instructors may choose to lower their rates when more than one student from the same family are participating in the program.
3. Fees are to be collected in advance by the private music instructor on a weekly or monthly basis. Collecting fees in advance on a semester or annual basis is not recommended. The schools assume no responsibility for financial transactions between the students or their families and the private music instructors.
4. Except in the case of sudden illness, private music instructors shall be notified at least 24 hours in advance whenever a student is not able to take a lesson. Unless this stipulation is met, the student shall be charged for the lesson missed. The student shall not be required to pay for a lesson if it is documented that the student becomes ill on the day of the lesson or if 24-hour notice is given. Make-up lessons shall be provided whenever possible. If not possible, a refund shall be granted when applicable. When there is a question regarding the validity of the illness, the private music instructor has the authority to request a parental note of explanation. In the event of a dispute between student and private music instructor regarding refunds or responsibility for payment for unused lessons, the Fine Arts Instructional Supervisor shall be the final arbiter of the dispute.
5. When an instructor is absent from a lesson, refunds shall be given when applicable or the lesson shall be made up at a mutually convenient time.

Section C - Reporting to Parents

1. The music education staff shall send a letter at the commencement of the school year to parents or guardians of students enrolled in the private music instruction program. This letter shall contain the policies and procedures relating to private music instruction in the Glenbrook High Schools, including the tuition rate to be charged in the program.
2. A progress report on each student shall be communicated to parents or guardians by the private music instructor through the classroom instructor or the Fine Arts Instructional Supervisor. This report should indicate the progress of the student and objectives and recommendations for the future.

Section D - Scholarship Program for Private Music Students

A scholarship student is one who shall be asked to pay a part of the established tuition or no tuition. A determination of the student's financial need shall be made by the assistant principal for student services. Students wishing to apply for scholarship lessons should contact the Fine Arts Instructional Supervisor.

Section E - Selection and Qualifications of Private Music Instructors

1. The Fine Arts Instructional Supervisor shall be responsible for the selection, evaluation, and release of private music instructors.
2. Although they are not officially employees of the district, all private music instructors selected to work with Glenbrook students must complete all formal processes and qualifications as outlined in Board Policy 6000.
3. The following factors shall be considered by the instructional supervisor when evaluating applicants for music instructor positions:
 - a. Demonstrated mastery of the medium. An audition may be requested, but a candidate's performance in a recognized musical aggregation may also be considered mastery.
 - b. A resume of professional qualifications and background, including three references.
 - c. Ability to work with, or experience in, teaching secondary school students.
 - d. The private music instructor shall not be an employee of the district or otherwise compensated by the district except as set forth herein. However, in extraordinary circumstances, the Board of Education authorizes the superintendent to make exceptions to this provision when, in the superintendent's judgment, such exceptions would be of benefit to the district's music students and the district's music programs.
4. When it is determined that an instructor has an optimal number of students, every effort shall be made to secure another instructor with that skill or expertise. To determine the number and types of private music instructors to be engaged during a particular school year, an annual survey of music students shall be made by the Fine Arts Department.
5. The Fine Arts Instructional Supervisor shall be responsible for conducting ongoing informal evaluations of the private music instruction program and of the program's instructors, and shall utilize student, staff, and parent experiences in the evaluation process. Such evaluations shall be utilized to determine continued instructor participation in the program. However, nothing shall preclude the release of an instructor at any time should, in the Fine Arts Instructional Supervisor's opinion, unsatisfactory performance so warrants.

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