

**Procedures for Implementing Board Policy:
Free and Reduced-Price Food Services and Waiver of Student Fees School
Aid for Children of Low Income Families**

Section A - Application Procedure

1. Parents and legal guardians who believe they may be entitled to student aid, including but not limited to, lunches shall fill out a student financial assistance program aid application accompanying the letter mailed to parents annually. The district will send a letter to the parent or guardian of each child in school outlining the student aid policy and the procedures to follow in making application. This letter will be mailed to all parents annually and at other times when there is a change in the eligibility criteria. The letter will also include an application form.
Parents whose students enroll after the start of the school year and who believe they may be entitled to student aid, including but not limited to, lunches should pick up the Student Aid Application from the District Registrar at the district office.
2. Applicants Parents and legal guardians should complete the application and return it to the the District Administration Building District Registrar.
3. The superintendent's designee District Registrar will evaluate the application and determine the eligibility of the student for financial assistance free or reduced student aid.
4. The superintendent's designee District Registrar will notify the student or applicant parent or legal guardian of the approval or denial of the application and maintain a record of all applications approved or denied for a period of three years after the student has graduated or left school, after which time the documents will be destroyed.
5. If a student becomes eligible for financial assistance at any time during the school year, previously paid student fees for the current year will be refunded to the student on a prorated basis, based on the date the application was approved. At no time will credit card convenience fees be refunded.
6. Eligibility for financial assistance student aid will be based on criteria as provided annually by the state and/or federal agencies.

Section B - Hearing Procedure

The hearing procedure will provide:

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Any applicant parent who has made application for student aid for their student and whose application has been denied may appeal this decision by writing the Superintendent or Designee, and the following procedure will ensue.

The hearing procedure will provide:

Initiator	Action
<p>Applicant Parent or Legal Guardian or Custodian of Student no longer eligible or whose benefits have been reduced</p>	<p>May request a conference with the superintendent's designee District Registrar, prior to or in lieu of a hearing.</p>
<p>Applicant Parent or Legal Guardian or Custodian of Student no longer eligible or whose benefits have been reduced</p>	<p>Within 10 days after a determination determination is made, may request in writing a hearing with the Superintendent or Designee Superintendent or Designee, to review the determination.</p>
<p>Applicant Parent or Legal Guardian or Custodian of Student no longer eligible or whose benefits have been reduced</p>	<p>If a hearing is requested to review the determination:</p> <ol style="list-style-type: none"> 1. The district administration will develop and use a fair hearing procedure to handle any parent appeal to decisions of the school relative to student eligibility or correctness of information contained in the application. 2. During an appeal, students previously receiving financial assistance student aid will not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.
<p>Superintendent or Designee</p>	<p>Shall notify the person requesting the hearing of its time and place within ten days after receiving the hearing request. The notification shall be sent by U.S. mail.</p>
<p>Applicant Parent or Legal Guardian or Custodian of Student no longer eligible or whose benefits have been reduced</p>	<p>May examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.</p>
<p>Designated Administrative Hearing Officer Designated by the Superintendent</p>	<p>Conducts the hearing.</p>
<p>Applicant Parent or Legal Guardian or Custodian of Student no longer eligible or whose benefits have been reduced</p>	<p>At the hearing: (1)</p> <ol style="list-style-type: none"> 1. The applicant Parent or, legal Guardian or Custodian of Student may present oral or documentary evidence and arguments supporting their position. (2) 2. The applicant Parent or, legal Guardian or Custodian of Student may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.
<p>Designated</p>	<p>Will prepare a written record of the hearing, which will include the</p>

<p>Administrative Hearing Officer Designated by the Superintendent</p>	<p>decision under appeal; any documentary evidence and summary of any oral testimony presented at the hearing.</p>
<p>Designated Administrative Hearing Officer Designated by the Superintendent</p>	<p>Within 5 days after the conclusion of the hearing a written decision will be made, including the reasons therefore, to determine whether benefits will continue or be terminated. If the decision is to terminate benefits, termination will occur within 10 days. The decision of the Designated Administrative Hearing Officer is final.</p>
<p>Designated Administrative Hearing Officer Designated by the Superintendent</p>	<ol style="list-style-type: none"> 1. Will maintain written records of all appeals and their disposition for a period of three years after the student has graduated or left school, after which time the documents will be destroyed. 2. Will make this information available for examination by the family or its representative at any reasonable time and place during such period.

Section C

Financial assistance consists of two classifications: free and reduced. Students eligible for either of these classifications will receive access to the following benefits ~~Students who are eligible for Reduced Price Meal Program Student Aid, will qualify for the following assistance:~~

Reduced Benefits

- Waiver of the Chromebook fee, instructional materials fee, and the registration fee;
- Lunch and breakfast (if available) at a reduced price;
- ~~Loaned textbooks~~
- Loaned graphing calculator at no cost (for enrollment in designated math courses);
- PE uniform and heartrate monitor strap at no cost; ~~Gym wear~~
- PE lock at no cost (one lock the first year the student qualifies for assistance);
- ~~Loan of graduation cap and gown at no cost;~~
- ~~Loan of required locker locks~~
- ~~Towel Fee~~
- ~~Waiver of c~~Course fees;
- Waiver of AP examination fees;
- Course field trip fees waived as outlined in Board Policy 7230 except for travel outside adjacent states and any trip that requires an overnight stay; and ~~Student trip fees as outlined in Board Policy and Procedures 7230 with the exception of travel outside adjacent states and any trip that requires an overnight stay.~~
- Bus pass at 50% of the Board-approved fee for not more than one student. ~~Student transportation bus pass at 50% of the board approved fee for not more than one student attending Glenbrook High School District 225, without charge for any additional students from any household attending district schools.~~
- ~~Driver Education fees~~

No other items will be provided at Board of Education expense.

Free Benefits

Section D

~~Students who are eligible for Free Meal Program Student Aid, will qualify for the following assistance without charge:~~

1. All of the reduced benefits above

And

2. Lunch or breakfast (if available~~provided~~) at no cost;
3. Bus pass at no cost;
4. ~~Loaned textbooks~~
5. ~~Gym wear~~
6. ~~Loan of graduation cap and gown~~
7. ~~Loan of required locker locks~~
8. ~~Towel fee~~
9. ~~Course fees~~
10. ~~AP examination fees~~
11. ~~Student trip fees as outlined in Board Policy and Procedures 7230 with the exception of travel outside adjacent states and any trip that requires an overnight stay.~~
12. ~~Transportation bus pass~~
13. ~~Driver Education fee~~
14. Activity pass at no cost;
15. Yearbook at no cost; and ~~ticket fee~~
16. Summer school tuition at no cost.

No other items will be provided at the Board of Education expense.

Yearbook

The following items will not be provided at Board of Education expense:

1. ~~Fines and other charges for the loss, misuse, or destruction of school property; damaged or lost materials or equipment;~~
2. General school supplies;
3. Class rings;
4. Student directories;
5. Village library fees; or
6. Travel expenses for educational tours as outlined in Board Policy 7230 ~~and Procedures 7050.~~

The ~~s~~ Superintendent or ~~d~~ Designee will have the authority to ~~decide on providing of~~ student aid for any additional school related expenses; ~~that which~~ are not listed in Section ~~CD~~ above, on a case-by case non-precedential basis.

- Adopted: August 11, 1977
- Revised: October 30, 1989
- Revised: January 14 2002
- Revised: September 22, 2008
- Revised: March 19, 2012
- Revised: TBD