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**OFFICE OF THE ASSISTANT SUPERINTENDENT FOR EDUCATIONAL SERVICES**

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**TO:** DR. MIKE RIGGLE  
**FROM:** BARB DILL-VARGA  
**SUBJECT:** REVISIONS TO BOARD POLICIES 7080, 7080 PRO, 7090, 8030  
**DATE:** SEPTEMBER 12, 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 and were discussed in some detail with Board member Boron and at the September 8, 2008 board meeting with the entire Board.

I recommend that the Board approve these policies which will be placed on the consent agenda for the September 22, 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  
Revised: September 22, 2008

**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**

Page 1 of 3 pages

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). One unit of credit is equivalent to a full year course, whereas a semester course yields one-half unit of credit. 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 in-class-time, rigor of instruction, content coverage and lab experience, and demonstration of proficiency through examination.

Glenbrook officials 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 any high school or any non-accredited or home school are not eligible for enrollment in the Glenbrook district. The assistant principal for student personnel services shall attempt to place the eligible student in similar courses to those for which the student was registered at the previous school provided the District has recognized the credits received at the previous school. 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. The determination as to the amount of credit will be determined by the principal/designate pursuant to Section N of this Policy.

### 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. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.

### 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, in its sole discretion, may enroll the student, and if enrolled, may 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 ~~DF~~ – Correspondence/Internet Based Courses

1. ~~1.~~—It is the policy of the Board of Education that a student may elect to take a maximum of two units of credit 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 by the principal/designee in accordance with Section N of this Policy. ~~provided and recorded as pass-fail. 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 the enrollment in these courses is at the recommendation of the school, the number of allowable units of course credit 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 specifically agreed upon and the placement was part of a student’s Individualized Educational Plan. Exceptions for extraordinary circumstances may be

granted by the principal/designee of the respective school. 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 G Post-Secondary Institution Course Credit

1 In lieu of the two units of credit which may be earned through correspondence/Internet- based courses, students may enroll, only with the prior written 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. Exceptions for extraordinary circumstances may be granted by the principal/designee of the respective school.

2. In determining whether enrollment in a post-secondary 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 H - 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 writing 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 N of this policy.

### Section I - Non-Accredited Schools

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

### Section 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 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 in writing by the principal/designee. (see Board of Education policy 7160.)

Section 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. The determination as to the amount of the credit will be determined by the principal/designee pursuant to Section N of this policy.

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. The determination as to the amount of the credit will be determined by the principal/designee pursuant to Section N of this policy.

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.

Approved: November 19, 1979  
Revised: May 29, 2001  
Revised: June 13, 2005  
Revised: September 22, 2008

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  
Revised: September 22, 2008

BOARD POLICY: ~~STUDENT AID FUND FOR STUDENTS UNABLE TO~~ 8170  
~~PURCHASE TEXTBOOKS AND OTHER ITEMS~~  
~~NECESSARY FOR THEIR EDUCATION~~

Section A

~~The Board of Education of District #225 recognizes that financial contingencies exist for some parents in the community which make them unable to purchase items necessary for their child's education. The Board also recognizes its obligations under The School Code. The Board believes that a student's education should not be jeopardized because a financial hardship prevents parents from providing those items necessary for the student's education.~~

Section B

~~To assist students who are unable to purchase items necessary for their education, the Board of Education will establish a Student Aid account in the educational fund budget. At the beginning of each fiscal year, the director of business affairs will budget in the account a sufficient amount of funds to pay for the anticipated Student Aid account expenses.~~

Section C

~~Whenever appropriate, recipients of these funds are encouraged to repay the funds received.~~

Section D

~~Items which are loaned to students will be properly cared for by the student and returned to the bookstore at the end of the school year.~~

Section E

~~The assistant principal for student personnel services will be responsible for the administration of the Student Aid Fund expenses for each school.~~

Section F

~~Assistance provided through the Student Aid Fund may be provided for education-related expenses.~~

Section G

~~The criteria for establishing student eligibility for assistance will be based upon the income guidelines established annually by the Illinois State Board of Education for the Free or Reduced-Price School Meals Program.~~

~~Approved: September 7, 1976~~

~~Revised: October 30, 1989~~

~~Reviewed: January 14, 2002~~

Section A

1. ~~The completed application for food service benefits shall serve as the application for the Student Aid Fund. (See Board of Education procedures 8230.)~~
2. ~~Application for the Student Aid Fund shall be available in the Guidance Department. Completed applications should be returned to the assistant principal for student personnel services.~~
3. ~~Eligibility for assistance will be determined by the assistant principal for student personnel services according to the guidelines described in Board of Education policy and procedures 8230.~~
4. ~~A record will be maintained by the assistant principal for student personnel services of each application, the action taken, and the specific items purchased.~~
5. ~~The assistant principal for student personnel services will notify the student or parent and counselor of acceptance or denial of the application for assistance.~~
6. ~~The assistant principal for student personnel services will provide the bookstore with a certificate of eligibility for students receiving assistance.~~
7. ~~The bookstore manager will provide to the student all items authorized by the assistant principal for student personnel services.~~
8. ~~The bookstore manager will retain the certificate and use it when recording the return of items to the bookstore at the end of the school year.~~
9. ~~The bookstore manager will bill the assistant principal for student personnel services for all items provided to the student.~~

Section B

1. ~~Any parent whose application for assistance has been denied, may submit additional documentation to the assistant principal for student personnel services and request a reevaluation of the documentation.~~
2. ~~Any parent whose appeal for assistance has been denied by the assistant principal for student personnel services may request an eligibility review hearing. The hearing will follow the procedures outlined in Board of Education procedures 8230.~~

UNABLE TO PURCHASE TEXTBOOKS AND OTHER ITEMS NECESSARY  
FOR THEIR EDUCATION

Section B (Continued)

3. All applications and documentation will be maintained for a period of three years after the student has graduated or left school, after which the application and documentation will be destroyed.

Section C

Students who are eligible for the Reduced-Price Meal Program, will qualify for the following assistance:

1. Class A type lunch at a reduced price, in accordance with Board of Education policy and procedures 8230
2. Loaned textbooks
3. Gym wear
4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel Fee
7. Course fees
8. AP examination fees
9. Field trip fees

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

Section D

1. Students who are eligible for the Free Meal Program, will qualify for the following assistance without charge:
  - 1) Class A type lunch, in accordance with Board of Education policy and procedures 8230
  - 2) Loaned textbooks
  - 3) Gym wear
  - 4) Loan of graduation cap and gown

Section D (Continued)

- ~~5) — Loan of required locker locks~~
  - ~~6) — Towel fee~~
  - ~~7) — Course fees~~
  - ~~8) — AP examination fees~~
  - ~~9) — Field trip fees~~
  - ~~10) — Transportation bus pass~~
  - ~~11) — Activity ticket fee~~
  - ~~12) — Summer school tuition~~
  - ~~13) — Yearbook~~
2. — The following items will not be provided at Board of Education expense:
- ~~1) — Fines and charges for damaged or lost materials or equipment~~
  - ~~2) — General school supplies~~
  - ~~3) — Class rings~~
  - ~~4) — Student directories~~
  - ~~5) — Village library fees~~
3. — The principal will have the authority to decide on any school related expenses which are not listed in items #1 and #2 above.

Adopted: — September 7, 1976  
Revised: — October 30, 1989  
Revised: — January 14, 2002

**BOARD POLICY: FOOD SERVICE AND SCHOOL AID FOR CHILDREN OF LOW INCOME FAMILIES**

8230

Page 1 of 3 pages

Section A

~~It is the policy of the Board of Education of District #225 to enter into annual agreements with the Illinois State Board of Education to participate in the National School Lunch Program. This agreement authorizes the school district to receive commodities donated by the U.S. Department of Agriculture and obligates the Board to provide free and reduced price lunches to eligible children in the schools under its jurisdiction.~~

Section B A

Student eligibility for **student aid, including** free and reduced price lunches will be determined on the basis of family income and exceptional family expenditures criteria established by the state **and/or federal agencies** agency administering the school lunch program.

Section C B

No physical segregation or any other form of segregation will occur for any student because of the student's ~~ability to pay for the student's school lunch~~ **receipt of student aid**. Further, the names of eligible students receiving **student aid** ~~free or reduced price lunches~~ will not be published, posted, or announced in any manner, and there will be no overt identification of any such students by use of special tokens or tickets or by any other means.

Section D C

Students eligible for free or reduced price lunches will not be required to:

1. Work for their meals
2. Use a separate lunchroom
3. Go through a separate serving line
4. Enter the lunchroom through a separate entrance
5. Eat meals at a different time
6. Eat a different meal from the meal sold to students paying the full price of such meal

Section E D

No student will be discriminated against because of race, color, national origin, age, sex, handicap **or any other legally protected class.**

Section F E **ADDED TO PROCEDURES – Section B – Third Box of Hearing Procedures**

~~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. During an appeal, students previously receiving food service benefits **student aid** will~~

**BOARD POLICY: FOOD SERVICE FOR CHILDREN OF**

Section E continued

~~not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.~~

Section G **ADDED TO PROCEDURES – Section B – Last Box of Hearing Procedures**

The district will maintain a record 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.

Section H **ADDED TO PROCEDURES – Section A (1)**

The district will send a letter to the parent or guardian of each child in school outlining the free and reduced price lunch **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.~~

Section I **E**

The school administration will develop a procedure for collecting school lunch payment **payments from students receiving partial student aid and/or** who pay for their lunches **a portion of those expenses**, and which will account for the total number of paid and free or reduced price lunches **full or partial student aid**.

Section J **F**

A collection procedure will be designed so that no student will be made consciously aware of the identity of students receiving free or reduced price lunches **student aid**.

Section K

~~The district administration will submit to the Illinois State Board of Education for approval prior to implementation any alterations or amendments to this policy including eligibility criteria, applications, and public announcements, which are required by the state.~~

Section L

~~Changes in existing free or reduced price lunch policy and procedures which are required by the state, will become effective only with state approval.~~

DRAFT

BOARD POLICY: FOOD SERVICE FOR CHILDREN OF  
LOW INCOME FAMILIES

8230

Page 3 of 3 pages

Section G

To assist students who are found eligible for full or partial student aid, the Board of Education will establish a student aid account in the educational fund budget. At the beginning of each fiscal year, the director of business affairs will budget in the account a sufficient amount of funds to pay for the anticipated student aid account expenses.

Section H

Whenever appropriate, recipients of these funds are encouraged to repay the funds received.

Section I

Items, which are loaned to students, will be properly cared for by the student and returned to the bookstore at the end of the school year. Any items not returned in good condition, ordinary wear and tear excepted, may be charged to the student, at the discretion of the superintendent or his designee.

Section M

~~Any changes in the existing eligibility criteria will be publicly announced in the same manner used at the beginning of the school year.~~

Section J

The assistant principal for student personnel services Director of Business Affairs will be responsible for the administration of the Student Aid Fund expenses for each school.

Section K

Assistance provided through the Student Aid Fund may be provided for education-related expenses.

Section ~~N~~ L

The district administration will develop appropriate procedures and forms for the effective implementation of this policy. The District will maintain 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.

Approved: February 2, 1976

Revised: October 30, 1989

Revised: January 14, 2002

Revised: September 22, 2008

DRAFT



Section A - Application Procedure

1. Parents who ~~feel~~ **believe** they **may be entitled to student aid, including but not limited to,** ~~cannot afford to buy lunches~~ should **shall** fill out the **a student 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 ~~free and reduced price lunch~~ **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 ~~feel~~ **believe** they **may be entitled to student aid, including but not limited to,** ~~cannot afford to buy lunches~~ should pick up the ~~Free or Reduced Price Lunch~~ **Student Aid** Application from the ~~guidance~~ department **District Registrar at the district office.**

2. Parents should complete the application and return it to the ~~assistant principal for student personnel services~~ **District Registrar.**
3. The ~~assistant principal for student personnel services~~ **District Registrar** will evaluate the application and determine the eligibility of the student for **free or reduced** ~~price lunches~~ **student aid.**
4. The ~~assistant principal for student personnel services~~ **District Registrar** will notify the student or parent 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. The ~~assistant principal for student personnel services~~ **business office Director of Business Affairs** will assume responsibility to see that district funds provided for free or reduced price lunches are properly accounted for.
6. **5.** Eligibility for ~~free or reduced price lunches~~ **student aid** will be based on family size income criteria as provided annually by the **state and/or** federal **agencies.**

Section B – Collection Procedure

The ~~issuing and monitoring procedure~~ will be carried out in such a manner that the eligible student does not suffer embarrassment or identification.

DRAFT

Section **B** - Hearing Procedure

The hearing procedure will provide:

1. Any parent who has made application for ~~free or reduced price lunches~~ **student aid** for their student and whose application has been denied may appeal this decision by ~~calling or writing the associate principal, Glenbrook North High School, or the associate principal for administrative services, Glenbrook South High School,~~ **Superintendent or Designee, and the following procedure will ensue.**

<b>Initiator</b>	<b>Action</b>
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May request a conference with the District Registrar, prior to or in lieu of a hearing.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	Within 10 days after A determination is made, may request in writing a hearing with the Superintendent or Designee, to review the determination.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	<i>If a hearing is requested to review the determination:</i> 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. During an appeal, students previously receiving <del>food service benefits</del> <b>student aid</b> will not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.
Superintendent or Designee	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.
Parent, Guardian or Custodian of Student no longer eligible or whose benefits have been reduced	May examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
Designated Administrative Hearing Officer	Conducts the hearing.
Parent, Guardian or	At the hearing (1) the Parent, Guardian or Custodian of Student

Initiator	Action
Custodian of Student no longer eligible or whose benefits have been reduced	may present oral or documentary evidence and arguments supporting their position. (2) the Parent, Guardian or Custodian of Student may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.
Designated Administrative Hearing Officer	Will prepare a written record of the hearing, which will include the decision under appeal; any documentary evidence and summary of any oral testimony presented at the hearing.
Designated Administrative Hearing Officer	Within 5 days after the conclusion of the hearing a written decision will be made, including the reasons therefor, 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.
Designated Administrative Hearing Officer	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 <b>time</b> the documents will be destroyed. Will make this information available for examination by the family or its representative at any reasonable time and place during such period.

- ~~2. The administrator designated in #C1 above will serve as hearing officer and will set a convenient time and place for the hearing.~~

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- ~~3. The family may examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.~~
- ~~4. The hearing will be held with reasonable promptness and convenience to the family and that adequate **written** notice will be given to the family as to the time and place of the hearing.~~
- ~~5. The family may present oral or documentary evidence and arguments supporting its position.~~
- ~~6. The family may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.~~
- ~~7. The decision of the hearing official will be based on the oral and documentary evidence presented at the hearing and made a part of the hearing record.~~
- ~~8. The family and any designated representative will be notified in writing of the decision of the hearing official by the hearing official.~~
- ~~9. The hearing official will prepare a written record of each hearing, which will include the decision under appeal; any documentary evidence and a summary of any oral testimony presented at the hearing; the decision of the hearing official, including the reasons therefore; and a copy of the notification to the family of the decision of the hearing official.~~

10. ~~The hearing official will maintain written record of each hearing for a period of three years after the student has graduated or left school and will make this research available for examination by the family or its representatives at any reasonable time and place during such period.~~

### Section C

Students who are eligible for the Reduced-Price Meal Program Student Aid, will qualify for the following assistance:

1. Class A-type lunch at a reduced price
2. Loaned textbooks
3. Gym wear

### Section D – (Continued)

4. Loan of graduation cap and gown
5. Loan of required locker locks
6. Towel Fee
7. Course fees
8. AP examination fees
9. Field trip fees
10. 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.
11. Driver Education fees

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

**Section D**

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

- 1. Class A-type lunch**
- 2. Loaned textbooks**
- 3. Gym wear**
- 4. Loan of graduation cap and gown**
- 5. Loan of required locker locks**
- 6. Towel fee**
- 7. Course fees**
- 8. AP examination fees**
- 9. Field trip fees**
- 10. Transportation bus pass**
- 11. Driver Education fee**
- 12. Activity ticket fee**
- 13. Summer school tuition**
- 14. Yearbook**

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

- 1. Fines and charges for damaged or lost materials or equipment**
- 2. General school supplies**
- 3. Class rings**
- 4. Student directories**

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**Section D continued**

**5. Village library fees**

The ~~principal~~ **Superintendent or Designee will have the authority to decide on providing of student aid for any additional school related expenses, which are not listed in Section D 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**

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