


GLENBROOK HIGH SCHOOLS
Assistant Superintendent for Business Affairs
Regular Meeting – Monday – September 8, 2008

TO: Dr. Mike Riggle

FROM: Dr. Craig A. Schilling 

DATE: September 8, 2008

RE: **DISCUSSION/ACTION:** Revisions of Board Policies and Procedures 8170: Student Aid Fund for Students Unable to Purchase Textbooks and Other Items Necessary for Their Education and 8230: Food Service for Children of Low Income Families

Currently there are two board policies which address food service and school aid for students of low-income families, 8170 and 8230. Since the district uses essentially the same criteria for determining eligibility for free and reduced meals as it does for school aid, we are recommending consolidation of these two policies for ease of use.

Attached is a draft of Board Policy 8230, now titled, Food Service and School Aid for Children of Low Income Families, which we have updated to include applicable portions of the current Board Policy 8170. We are recommending that Board Policy 8170 be eliminated.

The only substantive change we are recommending is in Section D (10) of the procedures, "Student transportation bus pass at 50% of the board approved fee". The remainder of the policy and procedures reflect current practices as to how the applications for free and reduced are processed and verified.

CAS/lbw

Attachments

pc: Board of Education

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

8230

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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 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. Further, the names of eligible students receiving free or reduced price lunches will not be published, posted, or announced in any manner, and there will be no overt identification of any such students by use of special tokens or tickets or by any other means.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 or handicap.

Section F E

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 will not have their

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

**BOARD POLICY: FOOD SERVICE FOR CHILDREN OF
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Section G F

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 the documents will be destroyed.

Section H G

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

The school administration will develop a procedure for collecting school lunch payment from students who pay for their lunches and which will account for the total number of paid and free or reduced price lunches.

Section J I

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.

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.~~

Section J

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 K

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

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Section L

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 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 M

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 N

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

Section N O

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

Approved: February 2, 1976

Revised: October 30, 1989

Revised: January 14, 2002

Revised: _____

Section A - Application Procedure

1. Parents who feel they cannot afford to buy lunches should fill out the application accompanying the letter mailed to parents annually. Parents whose students enroll after the start of the school year and who feel they cannot afford to buy lunches should pick up the Free or Reduced Price Lunch 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.
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 the documents will be destroyed.
5. The ~~assistant principal for student personnel services~~ **business office** will assume responsibility to see that district funds provided for free or reduced price lunches are properly accounted for.
6. Eligibility for free or reduced price lunches will be based on family size-income criteria as provided annually by the federal government.

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.

Section C - Hearing Procedure

The hearing procedure will provide:

1. Any parent who has made application for free or reduced price lunches 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.**
2. The administrator designated in #C1 above will serve as hearing officer and will set a convenient time and place for the hearing.

Section C - Hearing Procedure (Continued)

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 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 D

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**
- 2. Loaned textbooks**
- 3. Gym wear**
- 4. Loan of graduation cap and gown**
- 5. Loan of required locker locks**
- 6. Towel Fee**

Section D – (Continued)

7. Course fees

8. AP examination fees

9. Field trip fees

10. Student transportation bus pass at 50% of the board approved fee

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

Section E

Students who are eligible for the Free Meal Program, 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. Activity ticket fee

12. Summer school tuition

13. Yearbook

Section E (Continued)

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**

The principal Superintendent or Designee will have the authority to decide on any school related expenses, which are not listed in Section E above.

Adopted: August 11, 1977
Revised: October 30, 1989
Revised: January 14 2002
Revised: _____

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

8170

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.

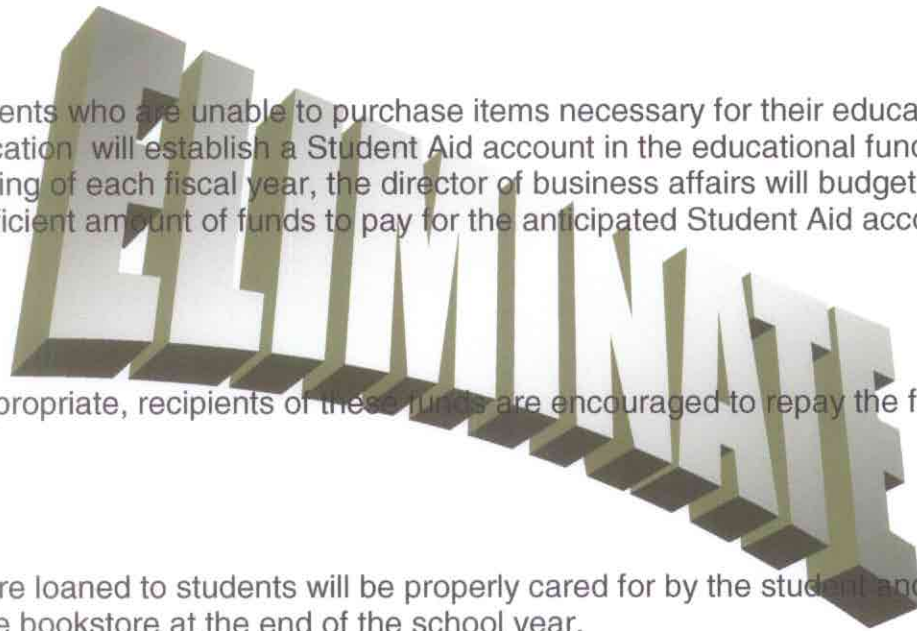
Section G

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

UNABLE TO PURCHASE TEXTBOOKS AND OTHER ITEMS NECESSARY FOR THEIR EDUCATION

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