

Glenbrook High School District #225

PROCEDURES FOR IMPLEMENTING BOARD POLICY: **FOOD SERVICE AND SCHOOL AID FOR 8230**
CHILDREN OF LOW INCOME FAMILIES

Page 1 of 5 pages

Section A - Application Procedure

1. Parents who believe they may be entitled to student aid, including but not limited to, lunches shall fill out 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 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. Parents should complete the application and return it to the District Registrar.
3. The District Registrar will evaluate the application and determine the eligibility of the student for free or reduced student aid.
4. The 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. Eligibility for 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:

1. Any 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.

Section B - Hearing Procedure (continued)

| Initiator | Action |
|---|--|
| 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 student aid 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 Custodian of Student no longer eligible or whose benefits have been reduced | At the hearing (1) the Parent, Guardian or Custodian of Student 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. |

Section B - Hearing Procedure (continued)

| Initiator | Action |
|---|---|
| Designated Administrative Hearing Officer | 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. |
| 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 time 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. |

Section C

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

1. Lunch and breakfast (if available) 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
7. Course fees
8. AP examination fees
9. 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.

Section C (continued)

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 Free Meal Program Student Aid, will qualify for the following assistance without charge:

1. Lunch or breakfast (if provided).
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. 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.
10. Transportation bus pass
11. Driver Education fee
12. Activity ticket fee
13. Summer school tuition
14. Yearbook

Section D (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
6. Travel expenses for educational tours as outlined in Board Policy and Procedures 7050.

The 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
Revised: March 19, 2012