

**Procedures for Implementing Board Policy:  
Free and Reduced-Price Food Services and Waiver of Student Fees**

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 application annually.
2. Applicants should complete the application and return it to the District Administration Building.
3. The superintendent’s designee will evaluate the application and determine the eligibility of the student for financial assistance..
4. The superintendent’s designee will notify the applicant 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.

Section B - Hearing Procedure

Any applicant 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
Applicant	May request a conference with the superintendent or designee, prior to or in lieu of a hearing.
Applicant	Within 10 days after a determination is made, may request in writing a hearing with the superintendent or designee, to review the determination.
Applicant	If a hearing is requested to review the determination: <ol style="list-style-type: none"> <li>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.</li> <li>2. During an appeal, students previously receiving financial assistance will not have their benefits terminated. Students who were denied benefits will not receive benefits during the appeal.</li> </ol>

Superintendent or Designee	Shall notify the person requesting the hearing of its time and place within ten days after receiving the hearing request.
Applicant	May examine, prior to and during the hearing, the documents and records presented to support the decision under appeal.
Hearing Officer Designated by the Superintendent	Conducts the hearing.
Applicant	At the hearing: <ol style="list-style-type: none"> <li>1. The applicantuardian may present oral or documentary evidence and arguments supporting their position.</li> <li>2. The applicant may question or refute any testimony or other evidence and may confront and cross-examine any adverse witnesses.</li> </ol>
Hearing Officer Designated by the Superintendent	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.
Hearing Officer Designated by the Superintendent	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 hearing officer is final.
Hearing Officer Designated by the Superintendent	<ol style="list-style-type: none"> <li>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.</li> <li>2. Will make this information available for examination by the family or its representative at any reasonable time and place during such period.</li> </ol>

Section C - Financial Assistance Classifications and Benefits

Financial assistance consists of two classifications: free and reduced. Students eligible for either of these classifications will receive access to the following benefits:

Reduced Benefits

- Waiver of the Chromebook fee, instructional materials fee, and the registration fee;
- Lunch and breakfast (if available) at a reduced price;
- Loaned graphing calculator at no cost (for enrollment in designated math courses);
- PE uniform and heartrate monitor strap at no cost;
- PE lock at no cost (one lock the first year the student qualifies for assistance);
- Graduation cap and gown at no cost;
- Waiver of 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
- Bus pass at 50% of the Board-approved fee for not more than one student.

Free Benefits

- All of the reduced benefits above

and

- Lunch or breakfast (if available) at no cost;
- Bus pass at no cost;
- Activity pass at no cost;
- Yearbook at no cost; and
- Summer school tuition at no cost.

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

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

- Fines and other charges for the loss, misuse, or destruction of school property;
- General school supplies;
- Class rings;
- Student directories;
- Village library fees; or
- Travel expenses for educational tours as outlined in Board Policy 7230.

The superintendent or designee will have the authority to provide student aid for any additional school related expenses that are not listed in Section C, on a case-by case non-precedential basis.

Adopted: August 11, 1977  
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