

## Administrative Regulation

### Free and Reduced Price Meals

#### General Operations

The principal at each school shall be responsible for following state requirements in determining free and reduced eligibility status of students of the school.

The Office of Business Services shall be responsible for developing and distributing guidelines, procedures, forms, and directions for determining free and reduced eligibility status.

The director of food services shall be responsible for coordinating the free and reduced meal status at the school level.

#### Records and Confidentiality

The Board of Education designates the following district employees to use individual records pertaining to student eligibility in the free or reduced meal status for the purpose of disaggregation of academic achievement data or for the identification of students in any program improvement school eligible for school choice and supplemental educational services pursuant to the No Child Left Behind Act (NCLB):

- Superintendent
- Associate/Assistant Superintendents
- Director, Food Services
- Assistant Director, Food Services
- Director, K-12 Educational Services
- Coordinator, K-12 Educational Services
- Director, K-6 Instruction
- Director, 7-12 Instruction
- Director, Evaluation and Research
- Supervisor, Evaluation and Research
- Director, Information Systems
- Assistant Director, Information Systems
- Site Principals
- Systems and Programming Supervisor
- Evaluation Specialist

In using the records for such purposes, the following conditions shall be satisfied:

1. No individual indicators of participation in the free or reduced price meal program shall be maintained in the permanent records of any student if not otherwise allowed by law.

2. Information regarding individual student participation in the free or reduced price meal program shall not be publicly released.
3. All other confidentiality provisions required by law shall be met.
4. Information collected regarding individual students' eligibility status shall be destroyed when no longer needed for its intended purpose.

(Page 2 of 2)

Ref: EC Sections 39872-39873, 49550-49553; 20 USC 6316

Approved: October 1968

Revised: October 3, 1979

Revised: October 25, 1982

Revised: March 4, 1986

Revised: July 1, 2000

Revised: August 15, 2006

Revised: April 14, 2022