

## Administrative Regulation

### Free and Reduced Price Meals

#### General Operations

The principal at each school shall be responsible for following state requirements in the provision of free and reduced price meals to students of the school.

The Office of Business Services shall be responsible for developing and distributing guidelines, procedures, forms, and directions for the implementation of free and reduced price meals.

The director of food services shall be responsible for coordinating the free and reduced price meals at the school level and will be responsible for the sale of tickets. Meal (breakfast or lunch) tickets will be controlled by the director of food services.

#### 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 price meal program 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
- 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 certified to participate in the free or reduced price meal program shall be destroyed when no longer needed for its intended purpose.

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