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## ASSISTANCE FOR QUALIFIED FREE AND REDUCED LUNCH RECIPIENTS

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### **SECTION 1. BEN FRANKLIN ACADEMY**

#### **MISSION**

The mission of Ben Franklin Academy is to develop young adults with character like America's founding Renaissance man, Benjamin Franklin: well-read, scientifically curious, and civically engaged.

#### **VISION**

Our students will excel academically through a challenging, sequenced curriculum that emphasizes math, science, and literacy. We will be a data driven institution, focusing on individual students. Our students, teachers, parents, staff, and leaders will be held accountable for the success of our school. Finally, we recognize that an education is incomplete without fostering the arts, sports, nature, and character.

#### **PURPOSE**

Ben Franklin Academy (BFA) is committed to the education and growth of each of its students independent of financial capacity. BFA is mindful that its students come from different backgrounds. Accordingly, BFA sets forth the following policy.

### **SECTION 2. FREE OR REDUCED LUNCH**

The Douglas County School District (DCSD) has implemented a formal procedure to determine if a family qualifies for assistance within its Free or Reduced Lunch program. For a BFA family to qualify for Free or Reduced Lunch, they must follow the DCSD application guidelines and submit the DCSD approval letter to the BFA Business Manager to keep on file. Those families that qualify for Free or Reduced Lunch and submit the DCSD approval letter to the BFA Business Manager will be considered "Qualified Families" for purposes of this policy.

### **SECTION 3. OTHER COSTS IMPACTED BY THE FREE OR REDUCED LUNCH PROGRAM**

BFA recognizes that there may be a need to assist Qualified Families with other school-related expenses. Annually, if possible, the BFA Board of Directors (Board) will approve a total amount to be allocated for scholarship funds and/or waived fees. Each year, the Business Manager and Principal will prepare a written procedure, for review and comment by the Board, setting forth (1) a procedure for Qualified Families to apply to BFA for reduced student fees and other student expenses, (2) a list of student fees and other expenses eligible for reduction to Qualified Families, and (3) the amount of

reduction for each eligible student fee or expense. This written procedure shall comply with the approved annual amount allocated by the Board in the school budget for scholarships/fee waivers and, to the extent possible given any relevant budget limitations, accommodate the needs of Qualified Families. The Business Manager shall maintain records detailing the financial impact of reduced student fees and expenses extended to Qualified Families from year to year.

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**POLICY HISTORY:**

Approved by the Board 1/13/2015

Reviewed: 1/12/2016

Reviewed: 1/10/2017