

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the Board for adoption a schedule of fees, if any, to be charged to students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of, or damage to, schoolbooks or other school-owned materials.

Academic Fees

Fees for textbooks, other instructional materials, and the classroom portion of driver's education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Non-Academic Fees

Fees for extra-curricular activities, behind the wheel portion of driver's education, parking permits, schedule changes and yearbooks will not be waived. These fees must be paid in full prior to participation in extra-curricular activities, behind the wheel driving, receipt of the parking permit, schedule change or yearbook.

Notification

The Superintendent shall ensure that applications for fee waivers are widely available and distributed according to state law and ISBE rule and that provisions for assisting parents/guardians complete the applications are available.

Eligibility Criteria

A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program.

Verification

The Superintendent or designee must follow the verification requirements of 7 C.F.R. 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Applications which have been submitted and/or approved after the first quarter of the school year will only apply to the quarters after the waiver is approved. It will be the responsibility of the parent(s)/guardian(s) to pay all fees for the prior quarters.

If a student receiving a fee waiver is found to be no longer eligible during the school year, the Superintendent or designee shall notify the student's parent/guardian and charge the student a prorated amount based upon the number of school days remaining in the school.

Determination and Appeal

Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial, (2) the process and timelines for making an appeal, and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

LEGAL REF.: 105 ILCS 5/10-20.13, and 5/10-22.25 and 5/28-19.2.

23 Ill.Admin.Code §1.245 [may contain unenforceable provisions].

CROSS REF.: 4:130 (Free and Reduced-Price Food Services)

ADOPTED: November 6, 2001

AMENDED: November 22, 2010