

## Operational Services

### Waiver of Student Fees

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

Fees for textbooks and other instructional materials, as well as fines for the loss or damage of school property 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 parents/guardians to pay student fees and fines, the Superintendent will recommend to the Board which additional fees and fines, if any, the District will waive for students who meet the eligibility criteria for a waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, and supplies.

#### Notification

The Superintendent shall ensure that a notice of waiver applicability is provided to parents/guardians with every bill for fees and/or fines, and that applications for waivers are widely available and distributed according to State law and ISBE rule, and that provisions for assisting parents/guardians in completing the application are available.

#### Eligibility Criteria

A student shall be eligible for a fee and fine waiver when:

1. 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.
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a).

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

1. illness in the family,
2. unusual expenses such as fire, flood, storm damage, etc.,
3. unemployment or
4. emergency situations.

#### Verification

The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees and fines in accordance with State law requirements. If a student receiving a 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

#### 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.: 42 U.S.C. 11434a, McKinney-Vento Homeless Assistance Act.  
105 ILCS 5/10-20.13 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 Services), 6:140 (Educational of Homeless Children), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

ADOPTED: February 21, 2023