



Operational Services

Fees and Waiver of Fees

The Board may charge fees for educationally related materials, services, and programs. For the purpose of this policy, “school fees” or “fees” mean any monetary charge collected by the District from a student or the parent/guardian of a student as a prerequisite for the student’s participation in any curricular or extracurricular program of the District. The District does not impose a “fee” for personal consumable materials, such as pencils, paper, notebooks, etc. as these materials are the responsibility of the individual student.

“School fees” include, but are not limited to, the following:

- A. Charges for required textbooks and instructional materials.
- B. Charges and deposits collected for use of school property such as locks, towels, laboratory equipment.
- C. Charges for field trips made during school hours, or made after school hours if the field trip is required or customary part of a class or extracurricular activity.
- D. Charges or deposits for uniforms or equipment related to sports, intramural programs, or fine arts program.
- E. Charges to participate in extracurricular activities.
- F. Charges for supplies required for a particular class or elective class.
- G. Graduation fees.
- H. School health service fees.
- I. Regular bus transportation fees

“School fees” do not include:

- A. Library fines and other charges made for the loss, misuse, or destruction of school property (e.g., musical instruments).
- B. Charges for the purchase of pictures, or similar items.
- C. Charges for admission to school dances, athletic events, or other social events.
- D. Optional community service programs for which fees are charges (e.g., preschool, before-school and after-school child care, and recreation programs).

The first bill or notice sent to parents who owe fees shall state:

- A. The District waives fees for persons unable to afford them in accordance with its policy; and
- B. The procedure for applying for fee waiver, or the name, address, and telephone number of the person to contact for information concerning fee waiver.

The Board recognizes that there are situations in which a parent/guardian cannot pay school fees. The Board will waive fees when requested by the responsible parent/guardian, if the family qualifies financially under the guidelines established for Free and Reduced lunch under the National School Lunch program, as promulgated by the Illinois State Board of Education. The Superintendent or

his/her designee may also waive, delay, or reduce fees where there is a very significant hardship due to severe illness or injury in the family or other unusual circumstances.

The Assistant Superintendent for Finance and Operations will be the District official responsible for reviewing the income data and/or other information supplied (on forms available for this purpose) to qualify for the waiver of fees. The data may be verified during the school year to determine if the family's income status or circumstances have changed. Anyone failing to supply the data as requested will be determined no longer eligible for waiver of fees and shall be required to pay the applicable fees.

If the application is denied by the Assistant Superintendent for Finance and Operations, written notice of the denial, including the reasons therefore, shall be given to the family within thirty (30) calendar days. In order to assure that families are given fair, adequate consideration of their eligibility for waiver of fees under this policy, an appeal process has been established.

The family may appeal within fourteen (14) calendar days to the Superintendent of the District. The family may supply additional support with their appeal. The Superintendent shall respond to the appeal within thirty (30) calendar days.

No fee shall be collected from any parent/guardian who is seeking a fee waiver in accordance with this policy until the District has acted on the initial request or appeal (if any is made), and the parents have been notified of its decision.

Parents/guardians will be notified annually that this program for waiver of fees is available, according to federal and state law and Board policy. No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents/guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

Confidentiality shall be strictly maintained in accordance with the administrative procedures.

LEGAL REFERENCE: 105 ILCS 5/2-3.96, 105 ILCS 4/10-20.13 and 104 ILCS 5/10-22.25
23 Ill. Admin. Code, Sec. 1.245

Adopted: 2/6/1995

Reviewed: 1987, 1995, 2004, July 2016