

OPERATIONAL SERVICES

4:140 Waiver of Student Fees

The Executive Director or designee will recommend to the Governing Board for adoption a schedule of fees, if any, to be charged 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 school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education, as well as fines for the loss or damage of school property are waived for students who meet the eligibility criteria for a waiver as described in this Policy.

No student may be punished or discriminated against because the parent(s)/guardian(s) is unable to purchase required textbooks or instructional materials or to pay required fees.

Notification

The Executive Director or designee 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 Ill. State Board of Education (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 as determined by the student's resident district or when:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the Richard B. Russell National School Lunch Act;
2. The student or student's family is currently receiving aid under the Illinois Public Aid Code, Article IV, Temporary Assistance for Needy Families (TANF);
3. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
4. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Executive Director or designee will give additional consideration when one or more of the following factors are present in the student's family/household:

- Very significant loss of income due to severe illness or injury in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

Verification

The Executive Director 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 Executive

Director 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 year.

Determination and Appeal

Within 30 calendar days after the receipt of a fee waiver request, the Executive Director or designee will mail a written notice to the parent(s)/guardian(s) as to whether the fee waiver request has been granted or 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(s)/guardian(s) 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 ISBE 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, 5/27-24.2, and 5/28-19.2.

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

CROSS REF.: 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

Adopted: February 22, 2023

Proviso Area for Exceptional Children (P.A.E.C.)
