

**FIRST READING OF
BOARD POLICY
4.140**

Operational Services

Waiver of Student Fees

The Superintendent will recommend to the School Board 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 for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver 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 parents/guardians 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.

Eligibility Criteria

The School Board participates in a federally funded, school-based child nutrition program and uses a student's application and eligibility in the program as the basis for waiving fees assessed by the District.

A student shall be eligible for a fee waiver **if they appear on the Illinois State Board of Education's Electronic Direct Certification System or qualify for free lunch based on a submitted Household Eligibility Application (with income being within the federally established guidelines for free meals).** ~~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.~~

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

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Fees Eligible to be Waived

In the event a student is approved for an income-based fee waiver (either via direct certification or household income eligibility), only fees for the current school year will be eligible to be waived. The following fees are eligible for waiver:

- Registration
- Textbook Rental and Course Fees
- Gym Uniform
- ID Card
- Cap & Gown
- Extracurricular
- Testing
- Curricular and extracurricular mandatory or customary field trips
- Kankakee Career Center Transportation Fee
- Drivers Education

Fees Not Eligible to be Waived

- Lost/Damaged Book
- Lost/Damage Equipment
- Yearbook
- Pictures
- Parking Permits
- Event Tickets
- Kankakee Career Center Course Fees

Fee Waiver Timeline

The annual update to the Direct Certification System from the State of Illinois begins every July 1st (for the upcoming school year). Families can become eligible for free or reduced priced lunch through direct certification, or be approved locally through the free/reduced lunch application (household income eligibility) at any time from July 1st to June 30th (based on when their family endures hardship).

If a family is approved for free lunch (either via direct certification or household income application) between July 1st and the end of the first quarter / grading period (middle of October) of the school year, all applicable fees will be waived.

If a family is approved for free lunch (either via direct certification or household income application) after the start of the second quarter / grade period (middle of October) and the end of the third quarter (middle of March) of the school year, all applicable fees will be reduced by 50%.

If a family is approved for free lunch (either via direct certification or household income application) after the third quarter (middle of March) of the school year, no fees will be waived for that school year.

Verification

~~The Superintendent or designee shall establish a process for determining a student's eligibility for a waiver of fees in accordance with State law requirements. The Superintendent or designee may require family income verification at the time an individual applies for a fee waiver and anytime thereafter, but not more often than once every 60 calendar days. The Superintendent or designee shall not use any information from this or any independent verification process to determine free or reduced-price meal eligibility.~~

~~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 year.~~

Non-Payment of Fees

Students not qualifying for a fee waiver whose fees are not paid in full, or who are not current on a district established payment plan, may be restricted from participating in the following activities, unless participation is required by law;

- **Athletics:** To participate in a sport, a student-athlete must have ALL fees paid by the deadline which is established each season and communicated to all families, including any prior year's fees. Athletes who are not in good financial standing after the date will be allowed to practice, but not allowed to compete or dress for contests until the outstanding debt is resolved.
- **Extracurricular Activities:** To participate in an extracurricular activity, such as Speech Team, Scholastic Bowl, etc., a student must have ALL fees paid by the deadline which is established each season and communicated to all families, including any prior year's fees. Students who are not in good financial standing after the date will be allowed to practice, but not allowed to compete or dress for contests until the outstanding debt is resolved.

- **Clubs:** To participate in school clubs, a student must have ALL fees paid by the deadline which is established each season and communicated to all families, including any prior year's fees. Students who are not in good financial standing after the date will not be allowed to participate in the club until the outstanding debt is resolved.
- **Prom/Homecoming/WinterBall/8th Grade Dance:** Eligible students wishing to attend any district sponsored dance must have ALL fees paid at least two days prior to the event, including any prior year's fees. In addition, any former district student who wishes to attend Prom as a guest must have any outstanding fees paid before a guest pass will be issued.
- **Parking Permit:** Any student wishing to purchase a parking permit must have ALL fees, including any prior year's fees, paid prior to applying for a permit.
- **Official Transcripts:** Only unofficial transcripts will be issued until ALL outstanding fees are paid.

Determination and Appeal

The School Board participates in a federally funded, school-based child nutrition program and uses a student's application and eligibility in the program as the basis for waiving fees assessed by the District.

Determination of a fee waiver request not associated with Direct Certification or meeting federal income guidelines on a Household Eligibility Application, and denied by the Superintendent or designee, shall be mailed to the parent/guardian of the child.

~~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 ISBE rule on waiver of fees.

Notification

The Superintendent shall ensure that applications for fee 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.

LEGAL REF.: 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.: 4:130 (Free and Reduced-Price Food Services), 6:220 (Bring Your Own Technology (BYOT) Program; Responsible Use and Conduct)

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