

September 22, 2021

AMEND BOARD REPORT 94-1026-PO2

AMEND BOARD REPORT 94-1026-PO2

POLICY REGARDING WAIVER OF SCHOOL FEES

THE INTERIM CHIEF EXECUTIVE OFFICER RECOMMENDS:

That the Chicago Board of Education ("Board") amend Board Report 94-1026-PO2 Policy Regarding Waiver of School Fees. The policy was amended to update program names, procedural practices, and relevant statutes. The policy was posted for public comment from June 15, 2021 to July 16, 2021.

Policy:

A. DEFINITION OF SCHOOL FEES

1. School fees or fees mean any monetary charge collected by the school from a student or the parent or guardian of a student or a requirement prerequisite for the student's participation in any course or activity on the premises of the school. A school does not include a fee which requires that a student provide their own or their parent's supplies or materials (e.g., pencil, paper, notebook) which are necessary to participate in any individual or extracurricular program.

2. "School fees" include, but are not limited to, the following examples:

- a) All charges for required textbooks and instructional materials.
- b) All charges and deposits collected by a school for use of school property (e.g., for example, locks, towels, laboratory equipment).
- c) All charges for transportation (e.g., bus, train, or other public transportation) for industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences.
- d) Charges or deposits for uniforms or equipment related to varsity and intramural sports or other programs.
- e) Charges to participate in extracurricular activity.
- f) Charges for supplies required for a particular class (e.g., shop or home economics).
- g) Graduation fees (e.g., caps, gowns).
- h) School records fees.
- i) Driver's education fees assessed pursuant to Section 27-23 of The School Code.

3. "School fees" do not include:

- a) Library fines and other charges made for the loss, misuse, or destruction of school property.
- b) Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.
- c) Charges for optional travel undertaken by a school club or group of students outside of school hours.
- d) Charges for admission to school dances, athletic events or other social events.
- e) Fees or contributions.

B. STUDENTS ELIGIBLE FOR WAIVER

1. Participants in Community National School Lunch Program

Participants in the Community National School Lunch Program (the Community National School Lunch Program) are eligible for waiver of school fees

2. Students under extenuating circumstances

a. Students who suffer extenuating circumstances are eligible for waiver of school fees

b. Extenuating circumstances include:

- i. Unusual loss of income due to a natural disaster
- ii. Unusual expenses incurred because of a natural disaster

c. The principal shall decide whether under extenuating circumstances as submitted by the applicant. The principal's decision is appealable to the Department of Education. The principal shall also determine whether the applicant meets the criteria in subsection D below.

C. NOTIFICATION TO PARENTS/ OR GUARDIANS

1. A notification of the Policy for Waiver of School Fees and the Procedure For Waiver of School Fees shall be sent to the parent or guardian of all students enrolled at the start of the school year. The notification shall include the Policy for Waiver of School Fees and the Procedure for Waiver of School Fees upon their first time.

2. An "Application For Waiver of School Fees" form may be included with the first bill or fee

- a. the Policy For Waiver of School Fees;
- b. the criteria and other circumstances under which school fees are waived;
- c. the form entitled to waiver that may be applied;
- d. the procedure for applying for a waiver; and
- e. the procedure for resolving disputes concerning the request for waiver.

3. The notification shall be in English or the home language of the parents if it is needed to ensure their understanding of the Policy.

4. Parents or guardians may apply for waiver of fees by following the Procedure For Waiver of Fees.

D. RESOLUTION OF DISPUTES

1. If an application for waiver is denied, then the principal shall mail a copy of the decision stating the reason for the denial to the parents or guardians within thirty (30) calendar days of receipt of the request.

2. The decision shall inform the parents or guardian of their right to appeal within the time provided to the District Superintendent/ Network Office.

waiver during the school year if their circumstances change or if the basis of the decision or reason for which they were denied a waiver changes.

E. CONFIDENTIALITY

School records and information from School Records that identify individual students as applicants for or recipients of fee waiver are confidential and may ~~not~~ must not be disclosed except as provided under the Illinois School Student Records Act.

F. INTERNAL AUDIT

All waivers of student fees are subject to audit by Internal Audit.

G. PROHIBITION AGAINST DISCRIMINATION OR PUNISHMENT

No discrimination or punishment of any kind, including the lowering of grades or exclusion from classes, may be exercised against a student whose parents or guardians are unable to purchase required textbooks or instructional materials or to pay required fees.

The principal shall be responsible for implementing the board policy in the manner set forth in the Performance Contract.

Approved for Consideration:

Approved:

Maurice Swinney

05550E73030645E

Maurice Swinney, EdD
Interim Chief Education Officer

José M. Torres

00003701E550427

José M. Torres, PhD
Interim Chief Executive Officer

Approved as to Legal Form:

^{DS}
KWZ

DocuSigned by:

Joseph T. Moriarty

571EC59C33144C5

Joseph T. Moriarty
General Counsel