

Waiver of School Fees

The Board of Education of Belle Valley School District No. 119 will waive all school fees for families receiving Financial Assistance under Article IV of the Illinois Public Aid Code; for families who qualify for the Free and Reduced Lunch Programs; for families with income below the federal income guidelines as determined by the U.S. Department of Agriculture. The District will also consider waiving fees if the family experiences a very significant loss of income because of illness in the family; unusual expenses such as fire, flood, storm damage, etc..., unemployment, and when one or more of the parents/guardians are involved in a work stoppage.

Fee waivers will be considered only if written evidence is presented by the person applying for the waiver.

"School fees" refers to any monetary charge collected by the school or district from a student or the parents/guardians as a prerequisite for the student's participation in any curricular or extracurricular program of the school or district during the school year. A school does not impose a "fee" when it requires that students provide their own ordinary supplies or materials (e.g., pencil, paper, notebooks) that are necessary to participate in any curricular or extracurricular program.

"School Fees" include, but are not limited to, the following:

- Charges for required textbooks and instructional materials.
- Charges and deposits collected by a school for use of school property (e.g., locks, towels, laboratory equipment).
- Charges for field trips made during school hours, or made after school hours if the field trip is a required or customary part of a class or co-curricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).
- Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.
- Charges to participate in co-curricular activities.
- Charges for supplies required for a particular class (e.g., shop or home economics materials, laboratory or art supplies).
- Graduation fees (e.g., caps, gowns).
- School records fees.
- Driver's education fees assessed pursuant to School Code [105 ILCS 5/27-24.2].
- District 10 school fees include a technology device and device insurance cost.

"School Fees" do not include:

- Library fines and other charges made for the loss, misuse, or destruction of school property (e.g. Chromebook, musical instruments, library fines).
- Charges for the purchase of class rings, yearbooks, pictures, diploma covers or similar items.

- Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish Club or a senior class trip).
- Charges for admission to school dances, athletic events or other social events.
- Optional community service programs for which fees are charged (e.g., preschool, before and after school child care, recreational programs).
- Optional fees or charges such as parking passes.
- Summer camps that are optional and/or not operated by District 10.
- Summer school or any state fees associated with Driver's Education.

Application for Waiver of School Fees

An application form for school fee waiver is available in the District's Central Office, 2465 Amann Drive, Belleville, IL 62220. The completed form, along with documentation of the household's gross income, including a copy of current Pay Stub(s) for all family members and a copy of current income tax forms 1040 and W-2 Forms for all family members (or other evidence of documentation acceptable to the district), and any additional information/documentation required on the application, must be submitted to Superintendent Gale. One application form must be submitted at the beginning of each school year to determine the eligibility for the waiver of all applicable fees for that school year. No fee shall be collected from any parents/guardians who are seeking a fee waiver in accordance with this policy until they have been notified of the district's decision regarding the request or appeal, if one is made.

Parents/Guardians are advised that supplying false information to obtain a fee waiver is a Class 4 Felony under Illinois compiled statutes 7-20 ILCS 5/17.6. If the amount of benefit obtained is over \$300, it is a Class 3 Felony.

The school superintendent, or their designee will notify the parents/guardians within 30 days of receipt of the request, as to whether the request has been granted or denied. If the request is denied, or a subsequent decrease in family income occurs, you may reapply for a waiver at any time during the school year. A denial of a waiver request may be appealed to the superintendent by submitting a completed appeal form within two weeks of the denial. The person filing the appeal may request to meet in person with Superintendent Gale to explain the basis for the appeal. A decision will be mailed to the parents/guardians within 30 calendar days of the receipt of the request. The decision of the Superintendent is final and binding.

Questions concerning the fee waiver process should be addressed to Superintendent Gale.