



Community Unit School District 304

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Board of Education Report: FY2026-2027 Schedule of Fees

To: Dr. Andy Barrett, Superintendent and Board of Education

From: Todd Latham, Assistant Superintendent - Business Services

Date: Wednesday, April 8, 2026

Meeting: Monday, April 13, 2026

Agenda Item: *FY 2026-2027 Board of Education Adoption of School Fees*

Policy Reference: 4:140 Waiver of Student Fees; Cross Reference 4:1130 Free and Reduced-Price Food Services; Exhibit 4:130-E

The Business Office recommends the Board of Education adopt the attached school fees for the School Year 2026-2027. This memo includes attachments of previous fees, proposed fees, and recommended fee increases. All fees are in consultation of schools, departments, and administrators of the District. Fees for review and approval include Elementary, Middle, High, Early Learning, Athletics, Technology, Transportation and Food Service. The cost of fuel, food, inflation, and labor are reflected for 2026-2027. If the fee has increased, it is noted to the right of the previous year's amount.

Policy 4:140 Waiver of Student Fees

The Superintendent or designee will recommend for adoption to the Board of Education 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. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees and fines, the following fees are also waived for students who meet the eligibility criteria for a waiver: athletic participation fees, lock fees, towel fees, shop fees, laboratory fees, and registration fees.

Notification

The Superintendent 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 when:

1. 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;
2. The student's parents/guardians are veterans or active-duty military personnel with income at or below 200% of the federal poverty line; or
3. The student is homeless, as defined in the McKinney-Vento Homeless Assistance Act (42 U.S.C. §11434a).

The Superintendent or designee will give additional consideration when one or more of the following factors are present causing a loss of financial stability:

- 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.

Verification

The Superintendent 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 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.

Determination and Appeal

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.

LEGA REF.: [42 U.S.C. §11434a](#), McKinney-Vento Homeless Assistance Act. [105 ILCS 5/10-20.13](#), [5/10-22.25](#), and [5/27-815. 23 Ill. Admin. Code §1.245](#) [may contain unenforceable provisions].

CROSS REF.: 4:130 Free and Reduced-Price Food Services

Notice

The Superintendent or designee shall be responsible for implementing the District's free and reduced-price food service policy and all applicable programs.

Eligibility Criteria and Selection of Children

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Ill. State Board of Education.

Notification

At the beginning of each school year, by notice, the District shall inform students and their parents/guardians of: (1) eligibility requirements for free and reduced-price food service; (2) the application process; (3) the name and telephone number of a contact person for the program; and (4) other information required by State law. The Superintendent or designee shall provide the same information to the District's website (if applicable), all school newsletters, or students' registration materials. Parents/guardians enrolling a child in the District for the first time, any time during the school year, shall receive the eligibility information.

Nondiscrimination Assurance

The District shall avoid publicly identifying students receiving free or reduced-price meals and shall use methods for collecting meal payments that prevent identification of children receiving assistance.

Appeal

A family may appeal the District's decision to deny an application for free and reduced-price food services or to terminate such services as outlined by the U.S. Dept. of Agriculture in 7 C.F.R. §245.7, Determining Eligibility for Free and Reduced-Price Meals and Free Milk in Schools. The Superintendent or designee shall establish a hearing procedure for adverse eligibility decisions and provide by mail a copy of them to the family. The District may also

use these procedures to challenge a child's continued eligibility for free or reduced-price meals or milk. During an appeal, students previously receiving food service benefits shall not have their benefits terminated. Students who were denied benefits shall not receive benefits during the appeal. The Superintendent or designee shall keep on file for a period of three years a record of any appeals made and the hearing record. The District shall also maintain accurate and complete records showing the data and method used to determine the number of eligible students served free and reduced-price food services. These records shall be maintained for three years.

Exhibit 4:130-E

Free and Reduced-Price Food Services; Meal Charge Notifications

On District letterhead, website, in student handbook, newsletters, bulletins, and/or

calendars Date:

To: Parents/Guardians, Students, and

Staff Re: Eligibility and Meal Charge

Notifications

The following notification is provided to all households of students at the beginning of each school year as federally required notification regarding eligibility requirements and the application process for the free and reduced-price food services that are listed in Board policy 4:130, Free and Reduced-Price Food Services, and 4:140, Waiver of), 6:220 (Student Use of Personal Electronic Devices)

Adopted: January 26, 2026

Geneva CUSD 304

ATTACHMENT(S): School Fees: Elementary, Middle, High/Athletics, Technology, GELP, Transportation, Food Service
