

HOPKINTON PUBLIC SCHOOLS

FINANCIAL ASSISTANCE POLICY

The Hopkinton Public Schools recognizes that parents or guardians may have difficulty paying district fees due to their financial circumstances at the time. This policy guides the process for determining waivers or reductions for school-related fees. The Business Office determines financial need by using federal poverty guidelines. Parents or guardians will return forms only to the district's Business Office to limit access to this sensitive information. Parents or guardians seeking financial assistance must follow the *Financial Assistance Procedures* (JLB- R1) to allow the district to determine the fee reduction level.

Fee reductions or waivers apply to those set by School Committee, as well as those charged by schools. Fees set by School Committee include, but are not be limited to:

- Student transportation
- Parking
- Athletics
- Full day kindergarten or pre-kindergarten tuitions

Fees set by the schools include, but are not limited to, the following:

- Extracurricular activities
- Field trips that fall under policy JJH *Late Night and Overnight Travel* (such as Washington, D.C. or Nature's Classroom)
- Field trips that fall under policy IJOA *Field Trips*
- Instrumental music
- Class dues
- Dances
- Yearbooks
- Athletic wear other than school-issued uniforms for school-related activities

Parents or guardians seeking assistance for school activities such as those listed above should notify their child's principal, and if they haven't already, submit their *Financial Assistance Determination* form (JLB – R2) to the Business Office. The principal's decision will be guided by eligibility determination made by the Business Office and will be subject to the availability of funds. All principals will maintain the confidentiality of this information.

No fee reduction or waiver will be available for trips abroad.

This policy does not exempt students from paying for the full cost of damages they have caused to school property, or lost book or material charges.

The Business Office will make *Financial Assistance Procedures* forms regularly available in all school offices and the district website.

If the parent or guardian is not satisfied with the fee reduction level, he or she may appeal by letter first to the Director of Finance, and if not satisfied, by letter to the Superintendent of Schools whose decision will be final.

First Reading	April 15, 2010
Second Reading	May 13, 2010
Third Reading	June 10, 2010
Adopted	June 10, 2010
Policy Amended	
Legal References	Richard B. Russell National School Lunch Act (79 P.L. 396, 60 Stat. 230), P.L. 108-265, MGL 71:26C, 71:47, 71:68, 71:72
Policy Cross Reference	JQA - Fees JJH – Late Night and Overnight Student Travel IJOA – Field Trips
Procedure Reference	JLB – R1 Description of Financial Assistance Process JLB – R2 <i>Financial Assistance Determination</i> form