

POLICY 5230
Student Fees/Fee Waiver

- A. Box Elder Board of Education hereby adopts the following policy regarding school fees, rental fees, textbook sales, deposits or rentals and waivers regarding these items.

DEFINITIONS

- A. Fee - Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods.
- B. Alternate Method of Payment - An alternative to fee payment, or waiver.
- C. Student Supplies - Items which are the personal property of a student which, although used in the instructional process, are also commonly purchased and used by persons not enrolled in the class or activity in question and have a high probability of regular use in other than school-sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership.
- D. Optional Project - A project chosen and retained by a student in a vocational or other class where projects are part of the curriculum in lieu of a meaningful and productive project otherwise available to the student which would require only school supplied materials.
- E. Textbooks - Book, workbook, periodical, newspaper, other printed materials, computer software, and materials similar in function to the foregoing.
- F. Waiver - Release from the requirement of payment of a fee.

STANDARDS

- A. Classes and Activities During the Regular School Day
1. No fee may be charged for any class or activity during the regular school day in Kindergarten through sixth grade, including assemblies and field trips.
 2. Textbook, lab, and course-related fees may be charged in grades seven through twelve.
 3. Students must be able to enroll and participate in any class, and have the opportunity to acquire all skills and knowledge required for full credit and highest grades, without paying a fee. (See C-5 "Waiver/Alternate Method of Payment")

4. Students of all grade levels may be required to provide materials required for their optional projects.
5. Student supplies must be provided for elementary students. A student may, however, be required to replace supplies provided by the school that are lost, wasted, or damaged by the student due to careless or irresponsible behavior.
6. Secondary students may be required to provide their own student supplies.

B. School Activities Outside of the Regular School Day

1. Fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the regular school day.
2. Fees related to extracurricular activities sponsored by the Utah High School Activities Association may not exceed limits established by the Association.

C. General Provisions

1. No fee may be charged or assessed in connection with any school-sponsored or supported activity unless the fee has been set and approved by the Board of Education in accordance with this policy.
2. Fee schedules and policies for the entire District shall be adopted at least once each year by the Board of Education in a regularly scheduled public meeting of the Board. Provision shall be made for public hearings or other procedures designed to ensure broad public notice and participation.
3. Fee schedules for the upcoming school year will be available upon approval of the Board of Education. Fee schedules will be accessible on each school's website. Schools which charge fees shall mail to each student prior to registration the standard notification letter with information on how to access the following: (1) Fee policy, (2) Approved fee schedule, and (3) Waiver policy and standard fee waiver application.
4. No present or former student may be denied receipt of transcripts or a diploma for failure to pay unrelated school fees. A reasonable charge may be made to cover cost of duplicating and mailing transcripts to other than an elementary or secondary school in which the student is enrolled or intends to enroll.
5. Box Elder School District may employ the services of a collection agency to collect unpaid student fees.
6. Waiver/Alternate Method of Payment - fees for those students who are

unable to pay may be waived or an alternate method of payment provided. Determination of eligibility for fee waivers will be made at the time of registration. The following procedures will be used:

- a. The school principal will administer the policy and have sole authority to grant waivers or arrange alternate method of payment.
- b. Decisions concerning waivers will be based upon documented information. The following documented evidence may be used to determine eligibility for waiver:
 1. Income verification consistent with Section 53A-12-103(5);
 2. Student's family is receiving TANF (currently qualified for financial assistance or food stamps);
 3. Student is receiving Supplemental Security Income (SSI) – only the student who receives the SSI benefit qualifies for fee waiver;
 4. Student is in (Utah) state custody or in foster care (Utah child in foster care in Utah).

Fees may be waived in whole or in part because of extenuating circumstances such as, but not limited to, reduction in income or extraordinary medical expenses.

- c. Acceptable forms of documentation include most recent year income tax information or three pay stubs issued within the preceding ninety (90) days for item (1) above and other agency issued written documentation for items (2), (3) and (4) above. Documentation and a completed "Fee Waiver Application" must be presented to the school principal at the time of application for fee waivers. The school principal will verify all documentation. Schools will not keep copies of the documentation.
- d. Decisions concerning fee waiver may be appealed to the Superintendent or designee and if unsatisfied at that level, to the Board of Education. Requirement for paying fees shall be suspended during the period of appeal.
- e. Alternate methods of payment may include: installment payments over a period approved by the school administrator; work assignments, including but not limited to tutorial assistance to other students, assistance before or after school to teachers or other school personnel on school related matters, and general community or home services; other methods approved by the principal.
- f. Alternate methods of payment may be used when requested by the parent/guardian or student.

- g. Requirements to provide fee waiver or alternate method of payment shall NOT apply to charges for lost or damaged school property.
- 7. Expenditure limits for uniforms, dues, travel, etc., for students participating in teams, clubs, marching groups, musical groups, cheerleaders, and other similar school-sponsored organizations shall be established annually by the Board of Education.
- 8. Charges for yearbooks, class rings, letter jackets, and similar items sold as a convenience to students are not fees and therefore, not covered by this policy.