



NEBO SCHOOL DISTRICT BOARD OF EDUCATION POLICIES AND PROCEDURES

SECTION: J - Student
POLICY TITLE: Elementary and Secondary Student Fees
FILE NO.: JN
DATED: May 10, 2017

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1. PURPOSE AND PHILOSOPHY

Utah law requires that the imposition of any fee in public elementary or secondary schools be authorized by the local school board. Therefore, all fees assessed by Nebo School District schools must be approved by the Board of Education and listed on the applicable Fee Schedule. This policy is adopted to provide guidance and establish procedures regarding fees imposed upon students in the District.

2. DEFINITION OF FEE

Fees are defined as any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through a school. For purposes of this policy, charges related to the National School Lunch Program are not fees. In addition, costs associated with optional purchases such as school photos or yearbooks and other costs specifically designated in this policy, as well as the replacement of lost or damaged items, are not fees. Section 7 below provides additional explanation of items not considered fees.

3. ELEMENTARY SCHOOLS

3.1. Except as provided in this section, Utah state law prohibits the charging of fees for anything that takes place during a kindergarten through sixth grade student's regular school day, including but not limited to, textbooks, classroom equipment or supplies, field trips, and assemblies.

3.2. Fees may be charged by elementary schools for programs offered before or after school or during school vacations.

3.2.1. Any such fees are subject to fee waivers under Section 5 of this policy.

- 3.2.2. Alternatives to fee waivers may not be required of students in grades kindergarten through six.
- 3.3. An elementary school or elementary school teacher may compile and provide a suggested list of supplies for use during the regular school day so that parents and guardians may furnish those on a voluntary basis. Suggested lists must be preceded by the following language:
- NOTICE: THE ITEMS ON THIS LIST WILL BE USED DURING THE REGULAR SCHOOL DAY. THEY MAY BE BROUGHT FROM HOME ON A VOLUNTARY BASIS. OTHERWISE, THEY WILL BE FURNISHED BY THE SCHOOL.
- 3.4. Purchase of school pictures, yearbooks, or similar items through the school are not school fees and will not be waived.
- 3.5. The cost of repair or replacement of property damaged by a student is not a school fee and will not be waived under this policy.
- 3.6. Federal law permits schools to charge for food or drink provided as part of the School Lunch Program in both elementary and secondary schools. Parents may submit an application to the District for free or reduced price meals and milk.

4. SECONDARY SCHOOLS

- 4.1. Utah law permits the charging of fees in grades seven through twelve. Students may be charged reasonable purchase or rental fees as listed in the approved Fee Schedule for school materials, textbooks, supplies, musical instruments, uniforms, activities, and programs. Except for common household articles and common articles of clothing, students cannot be required by a teacher or other person to pay fees or provide any materials, money, or any other thing of value unless that requirement has been approved by the Board of Education and included in the District Fee Schedule. **Unless otherwise specified, no school fee is considered optional, and ALL fees are subject to fee waivers under Section 5 of this policy.**
- 4.1.1. Participants in high school and junior high school athletic and extra-curricular activity programs may be assessed Activity Participation Fees. Those fees are intended to offset the cost of transportation, uniforms, officials, equipment, supplies, and other expenses associated directly with extra-curricular activities.
- 4.1.2. Participants may also be required to purchase, through the school, a “player/performer pack” which consists of basic items which will become the personal property of the students, but which must meet a uniform standard of style, color, brand, etc. The coach must clearly indicate that the items are necessary to participate. The player/performer pack fee is limited to the cost of the items purchased and may not exceed the limit approved by the Board of Education. It is expected that student athletes will provide their own shoes.
- 4.1.3. Participants may be given the opportunity to purchase other optional items which are not considered fees. Such purchases shall not be required and shall not affect the student’s participation in the activity. Optional items must be clearly identified as such and are not subject to fee waivers.
- 4.1.4. No teacher, coach, or other person acting as a representative of the school may sponsor a summer camp or other out-of-season activity unless the costs are within the limits approved by the Board of Education and included on the fee schedule.
- 4.1.5. Expenditures for uniforms, costumes, clothing, and accessories (other than items of typical student dress) which are required for participation in choirs, pep clubs, drill

teams, athletic teams, bands, orchestras, or other student groups, are fees requiring approval by the Board of Education and are subject to fee waivers.

- 4.1.6.** Expenditures for student travel as part of a school team, student group, or other school-approved trip are fees requiring approval by the Board of Education and are subject to fee waivers.
- 4.1.7.** Activities and competitions sponsored by the Utah High School Activities Association (UHSAA) must adhere to applicable UHSAA budget restrictions.
- 4.2.** Fee Schedules for the District, listing all approved fees, shall be adopted at least once each year by the Board of Education in a regularly scheduled public meeting. The approved District Fee Schedules will be available to parents/guardians prior to the beginning of each school year.

5. FEE WAIVER

- 5.1.** Fees will be waived for students who qualify for fee waiver under Utah law. Fees may be waived for other reasons at the discretion of the principal. Alternatives to fee waivers may be required as provided in Section 5.3 below.
 - 5.1.1.** If a family's income does not exceed the statewide defined standard, or if the student receives Supplemental Security Income (SSI) payments, or if the family is receiving Temporary Assistance to Needy Families (TANF) or Supplemental Nutrition Assistance Program benefits (food stamps), or if the student was placed in the home by the government as a foster student, or if the student is in state custody, the student qualifies for a fee waiver under Utah law, and the school must waive fees.
 - 5.1.2.** If a family is having a financial emergency caused by job loss, major illness, or other substantial loss of income beyond the family's control, the student may be eligible for fee waiver even if other eligibility criteria are not met. The school principal is empowered to make a determination of eligibility in those cases.
 - 5.1.3.** Parents/Guardians may, at their discretion, apply for partial fee waivers. Those requests will be processed in the same manner as requests for waiver of all fees. Unless parents/guardians have specifically requested a partial fee waiver, all fees must be waived for eligible students.
- 5.2.** A parent/guardian may apply for a fee waiver by submitting a Fee Waiver Application. Those applications are made available to all parents/guardians prior to the beginning of each school year.
 - 5.2.1.** The following documentation may be used to verify fee waiver eligibility: documentation of household income in the form of a current pay stub or tax return (approval for eligibility of school lunch is not enough); for SSI, a benefit verification letter; for TANF, a letter of decision covering the period for which the fee waiver is sought from Utah Department of Workforce Services; for foster custody, the student in custody required intake form and school enrollment letter or both provided by the case worker from the Utah Division of Child and Family Services.
 - 5.2.2.** Approval or denial of applications will be determined by the school administrator based on established Utah state and federal guidelines. If the application is denied, the school administrator will provide to the parent/guardian a Decision and Appeal Form. The form will explain the reason the application was denied and how to appeal the decision. If a parent/guardian appeals the denial of fee waivers, the fee will not need to be paid until the appeal is decided.

- 5.2.3.** All information provided in the application will be kept confidential. Following the final approval/denial of the fee waiver application, eligibility documentation will be returned to the parent or destroyed. The school will keep a record of the application itself (the fees being requested for waiver) and the fee statement (the fees that were waived) for four (4) years or until the student has completed junior high, whichever is later, before destroying them.
- 5.2.4.** Fee waiver documentation may be required at any time by the school, or a parent may ask for review for good cause. Schools may transfer fee waiver information to other schools to which students advance or transfer.
- 5.3.** Nebo School District schools may require alternatives to fee waivers, other than a waiver of a textbook fee, to students in grades 7 through 12. Alternatives to fee waivers may not be required of students in grades kindergarten through six.

 - 5.3.1.** Alternatives to waiving school fees may include such things as a reasonable requirement for school or community service, tutoring of other students, custodial work, or an assignment to help on a fundraising activity. School or community service requirements and fundraising activities must be appropriate to the age, physical condition, and maturity of the student, and must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation. In addition, school or community service requirements and fundraising activities must avoid excessive burdens on students and families and give proper consideration to a student's education and transportation needs and other responsibilities.
 - 5.3.2.** Students are allowed to appeal their community service assignment.
 - 5.3.3.** Schools may not require installment payments, IOUs, or other delayed payment plans in lieu of fee waivers. Schools may allow parents/guardians, at their request, to pay fees in installments over a period of time, but may not require it.
 - 5.3.4.** If a student fails to accept or complete a reasonable alternative to a fee waiver, the student's fee waiver application may be denied. The parent of a student whose fee waiver application is denied for failure to complete the required alternative must be given the Written Decision and Appeal Form stating why the application was denied. Denied students should not be prohibited from enrolling or participating in the class, program, or activity for which their waiver was denied, but reasonable collection methods may be pursued by the school as provided in Section 8 below.
- 5.4.** Fee waiver eligible students must be able to enroll and participate fully in any class or activity sponsored by the school regardless of whether it is during the regular class day or after school or during the summer without paying a fee. "Non-waivable" or "optional" fees do not exist.

 - 5.4.1.** Driver's education programs which are school sponsored are fee waiver eligible. Fees paid to the Department of Motor Vehicles are NOT eligible for waiver, but any fees required as part of the course must be waived for eligible students. Fees for driver's education programs that are provided by a community education program are not subject to fee waivers.
 - 5.4.2.** The cost of rental of the graduation cap and gown is a waivable fee.

6. VOLUNTARY DONATIONS

School personnel may ask for donations of school supplies, equipment, or money, but they cannot require donations or disclose the names of students who have or have not made donations. School officials may, however, honor those who make major donations. No child may be penalized for not making a donation.

7. PURCHASE OF ITEMS NOT DEFINED AS FEES

- 7.1. Students may purchase student pictures, yearbooks, class rings, graduation announcements, clothing, or similar items through the school. Those items are available to students on an optional basis. The costs associated with such items are not considered fees and are not subject to fee waivers. Schools may also offer parents/guardians the convenience of purchasing physical education clothing at a reasonable cost through the school. The cost of such clothing shall not be considered a fee unless the particular style, color, or brand of clothing is required by the school.
- 7.2. The costs of replacement or repairs of items lost or damaged by a student are not fees and will not be waived.
- 7.3. If a student requires remediation or repetition of a course to advance or graduate, and if there is a cost associated with such remediation or repetition, the cost will not be waived.
- 7.4. A student may be required to pay a fee for concurrent enrollment and advanced placement courses. The portion of the fees related specifically to college or post-secondary grades or credits will not be waived.
- 7.5. Project-related courses must be based upon projects and experiences that are free to all students. Students may be allowed to choose optional projects for which they must provide materials, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. The cost of materials for such optional projects is not considered a fee and will not be waived. However, costly optional projects should be avoided if they result in pressure by teachers or peers to construct such projects.
- 7.6. A reasonable charge may be assessed to cover the cost of duplicating student record transcripts when such transcripts are to be provided to the student or mailed to colleges, universities, or places of employment. A charge will not be assessed for transcripts which are required as part of a transfer to another public or private elementary or secondary school. These charges are not considered to be school fees.
- 7.7. Schools may assess a reasonable admission charge for optional participation in school dances, performances, or games when those activities are not held during the school day. Secondary students are issued activity cards which allow free or reduced price admission to extra-curricular activities sponsored by their schools. Except for admission charges that are determined by the Utah High School Activities Association or by the local competitive region to which the high schools belong, a schedule of admission charges assessed in connection with extra-curricular activities must be reviewed and approved each year by the School Community Council.
- 7.8. The optional purchase of items available to students from vending machines shall not be deemed to involve school fees.
- 7.9. A convenience charge may be assessed for credit card transactions. The convenience charge does not constitute a fee if students and parents have the option of paying by cash or check to avoid it. The convenience charge may be designated as a fixed dollar amount per transaction or as a percentage of the charged amount.

8. COLLECTION OF UNPAID FEES

- 8.1. As more fully described in Nebo School District Policy #JNA, *Collection of Delinquent Student Fees*, schools may pursue reasonable methods to collect fees, including collection agencies, small claims, and opportunities to work for waivers. Schools may not withhold or reduce grades, credits, report cards, transcripts, or diplomas to enforce fee payment.

- 8.2.** A student may be denied the opportunity to participate in graduation ceremonies due to outstanding fees.
- 8.3.** A school may withhold the records of a student who willfully defaces school property consistent with Utah Code Ann. 53A-11-806.
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EXHIBITS

Nebo School District High School Fee Schedule 2017-2018
Nebo School District Junior High School Fee Schedule 2017-2018
Nebo School District Elementary School (K-6) Fee Schedule 2017-2018

REFERENCES

Utah Constitution, Article X, Section 2
Utah Code Ann., Section 53A-11-806
Utah Code Ann., Section 53A-12-101, et seq.
Utah Code Ann., Section 53A-12-201, et seq.
Utah Administrative Code, Section R277-407
Utah Archive Retention Schedule, Item 19-14

FORMS

Fee Waiver Application Grades K-6
Fee Waiver Application Grades 7-12
Fee Waiver Decision and Appeal Form
Community Service Obligations Form
Community Service Assignment Form
Community Service Assignment Appeal Form

Nebo School District
HIGH SCHOOL FEE SCHEDULE 2017-2018*
No other fees may be charged without the approval of the Nebo Board of Education

REGISTRATION FEES

Activity Fee (activity card, locker rental, assemblies, student rewards and recognitions, etc.)	\$30.00
Textbooks/Technology/Materials.....	\$70.00

CLASS FEES AND OTHER CHARGES

Adult Education.....	(not subject to fee waiver) (per year) \$35.00
AP/Concurrent Enrollment	(additional costs may apply dependent on college requirements - See Section 7.4)
Band Uniform Rental	\$50.00
Calculator Rental	\$20.00
Class Change	(non-essential, student requested) \$10.00
Curricular Club Dues.....	(maximum - if no State/National affiliation) \$10.00
Curricular Club Dues	(maximum with State/National affiliation) \$20.00
Drivers Education.....	\$100.00
Dual Immersion Materials	\$25.00
Home Study, Summer School, Credit Make-Up	(each .25 credit earned) \$30.00
Legacy School Child Care.....	(maximum per month) \$50.00
Mobile Device Protection Plan	(maximum per device) \$30.00
Musical Instrument Rental – School Year	(per instrument) \$150.00
Musical Instrument Rental - Summer	(per instrument) \$35.00
Parking Permit	\$10.00
Parking Violation.....	(maximum per violation) \$25.00
Science Lab	(per class per semester) \$10.00
Testing Center Assessments	(maximum per assessment) \$80.00
Truancy School.....	(per referral) \$30.00
Truancy Citation.....	(per citation) \$50.00
Yearbook (not subject to fee waivers)	\$50.00
Visual Arts - Advanced Level	(maximum per class per semester) \$20.00 (limitation not applicable to elective projects)
Visual Arts - Entry Level.....	(maximum per class per semester) \$10.00 (limitation not applicable to elective projects)

EXTRA-CURRICULAR/CO-CURRICULAR PARTICIPATION FEES

Participation Fee (Includes qualifying 9th grade students) (transportation, equipment, uniforms, referees, entry/tournament fees)	
Baseball, Basketball, Football, Soccer, Softball, Volleyball, & Wrestling.....	(per sport) \$140.00
Cheer, Choir, Concert Band, Cross Country, Dance, Debate, Drama, Drill, Golf, Orchestra, Other Performing Arts, Swimming, Tennis, & Track	(per sport or activity) \$60.00
District Youth Symphony	\$100.00
Marching Band/Color Guard/Winter Guard/Drum Line.....	(per activity) \$90.00
Performance/Competition Trip	(excludes meals) (maximum per student/per organization/per trip) \$1,000.00
Total cost of the trip per student cannot exceed \$1,000.00. Booster Club contributions, fund-raisers, or donations of any kind may be used to reduce the cost to the student, but may not be used to exceed \$1,000.00.	
Player/Performer Pack	(maximum) \$60.00
Swimming Pool Pass	(maximum) \$100.00
Summer/Out-of-Season Camps, Clinics, Etc.	(maximum per sport/activity) \$500.00

MAXIMUM PER-STUDENT UNIFORM EXPENDITURE

Cheerleaders	(maximum) \$800.00
Choir.....	(maximum) \$250.00
Color Guard/Drum Line/Winter Guard	(maximum) \$100.00
Dance	(maximum) \$200.00
Drill	(maximum) \$800.00
Orchestra.....	(maximum) \$100.00
Show Choir	(maximum) \$250.00

When money is earned through school fund raising activities for performance and/or competition trips, off season activities, educational trips approved by the Board, or uniform expenditures as listed above, it can only be used to help reduce the out-of-pocket expense to the student.

* Fees may be waived in accordance with state laws and regulations. For information contact the school administration.

Nebo School District
JUNIOR HIGH SCHOOL FEE SCHEDULE 2017-2018*
No other fees may be charged without approval of the Nebo Board of Education

Note: Please see High School Fee Schedule for appropriate charges/fees if student is participating in any high school activities.

REGISTRATION FEES

Activity Fee (activity card, locker rental, assemblies, student rewards and recognitions, etc.).....	\$25.00
Textbooks/Technology/Materials (9th grade)	\$70.00

CLASS FEES AND OTHER CHARGES

CTE (7 th Grade).....	\$20.00
Class Change.....(non-essential, student requested)	\$5.00
Curricular Club Dues.....	\$10.00
Dual Immersion Materials	\$25.00
Foods	\$10.00
Home Study, Summer School, Credit Make-up	(each .25 Credit Earned) \$30.00
Mobile Device Protection Plan	(maximum per device) \$30.00
Musical Instrument Rental – School Year	(per instrument) \$150.00
Musical Instrument Rental - Summer.....	(per instrument) \$35.00
Planners.....	\$6.00
Reward Activities - (students who qualify).....	(per term) \$5.00
Science Lab (7 th grade)	\$10.00
Science Lab (8 th and 9 th grade).....	\$10.00
Testing Center Assessments	(maximum per assessment) \$80.00
Truancy School	(per referral) \$30.00
Truancy Citation.....	(per citation) \$50.00
Visual and Performing Arts	(maximum per class per semester) \$10.00 (limitation not applicable to elective projects)
Year End Activity.....	(maximum) \$50.00
Yearbook.....	(not subject to fee waiver) \$35.00

EXTRA CURRICULAR/CO-CURRICULAR PARTICIPATION FEES

Participation Fee	
Nebo After-School 4H Club.....	(maximum per club) \$20.00
Basketball & Wrestling	(maximum per activity) \$50.00
Cross Country, Golf, Tennis, & Track,	(maximum per activity) \$45.00
District Youth Symphony.....	\$100.00
Drama	(maximum per activity) \$40.00
Player/Performer Pack	(maximum per activity) \$40.00
Summer/Out-of-Season Camps, Clinics, etc.....	(maximum) \$500.00

The costs associated with Educational Trips as Approved by the Board of Education.

*Fees may be waived in accordance with state laws and regulations. For information contact the school administration.

Nebo School District
ELEMENTARY SCHOOL (K-6) FEE SCHEDULE 2017-2018*
No other fees may be charged without approval of the Nebo Board of Education

BEFORE AND AFTER SCHOOL

Chinese Immersion After School Program	\$40.00
Arts Club	(maximum per art club) \$50.00
Gifted & Talented Programs	\$30.00
Music Instrument Rental – School Year	(per instrument) \$150.00
Orchestra	\$75.00
Science Club	\$30.00
Shadow Mountain	\$20.00
Smart with Art Program.....	(per week for up to 10 weeks) \$20.00
STEM	\$85.00
Nebo After-School 4H Club.....	(maximum per club) \$20.00

SUMMER PROGRAMS

Shadow Mountain	\$85.00
Summer Schools	\$65.00

TESTING CENTER

Assessments	(maximum per assessment) \$80.00
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The fees listed above are maximum amounts and may be less depending on the program needs.

*Fees may be waived in accordance with state laws and regulations. For information contact the school administration.