SUBJECT: FEES

I. Board Directive

The Board recognizes that it is appropriate for families with students in public school to bear a portion of the direct cost of their child's education and participation in extra-curricular activities. Pursuant to action taken by the 1986 State Legislature and subsequent rulings on that action by the State Board of Education, Jordan School District created (1) an official fee policy, and (2) a fee waiver guideline. The Board delegates to the District Administration the responsibility of administering this policy.

II. Administrative Policy

The following definitions and standards shall serve as guidelines for local principals as they assess and collect fees at the local school level.

A. Definitions

1. Fee: Any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. For purposes of this policy, charges related to the National School Lunch Program are not fees.
2. Provisions in Lieu of Fee Waiver: An alternative to fee payment and waiver of fee payment.
3. 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, undergarments for athletics, and similar personal or consumable items over which a student retains ownership.
4. Optional Project: A project chosen and retained by a student in a vocational class 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.
5. Elementary Schools: Schools which contain grades K through 6.
6. Secondary Schools: Schools which contain grades 7 through 12.
7. Textbook: Book, workbook, and materials similar in function which are required for participation in any instructional course.
8. Waiver: Release from the requirement of payment of a fee and from any provision in lieu of fee payment. Students who have been granted waivers or provisions in lieu of fee waivers shall not be treated differently from other students or identified to persons who do not need such information.

B. Standards

1. Classes and Activities During the Regular School Day

   a. No fee may be charged for any class or activity in kindergarten through sixth grade, including assemblies and field trips. (Elementary Schools)

   b. Class supplies~~Textbook,~~ lab, and other course-related fees may only be charged in designated fee courses.~~grades seven through twelve~~. (Secondary Schools)

   ~~b.~~c. Textbook fees may only be assessed for Advanced Placement (AP), International Baccalaureate (IB), or concurrent enrollment courses. Any textbook fees assessed for these courses remain subject to fee waiver requirements.

~~c.~~d. 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. They may do this without paying a fee or participating in a fundraising activity with the following exceptions:

1) Students of all grade levels may be required to provide materials for their optional projects.

2) 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. An elementary school or elementary school teacher may provide a suggested list of supplies for use during the regular school day that may be furnished on a voluntary basis by the parent or legal guardian. The following language must be included at the beginning of the note: "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) Secondary students may be required to provide their own student supplies.

2. School Activities Outside of the Regular School Day

a. 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 day.

b. Fees related to extracurricular activities sponsored by the Utah High School Activities Association may not exceed limits established by the Association. Activity fees for secondary schools are required and established annually. Student fees at the home school are discounted with activity pass. Family discount passes are available at the home school in accordance with rules set by UHSAA Region Policies.

3. General Provisions

a. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by the local board of education in accordance with this policy.

b. Fee schedules and policies for the entire district shall be adopted at least once each year by the local board of education in a regularly scheduled public meeting of the board. Provision shall be made for broad public notice and participation in the development of fee schedules and waiver policies.

c. The District shall adopt procedures to reasonably ensure that the parent or guardian of each student receives written notice of fee schedules and fee waiver policies before the fees are due. Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

d. No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees other than a reasonable charge made to cover the cost of duplicating or mailing. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.

e. A Board of Education shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school sponsored or supported activity because of an inability to pay a fee. The waiver policy shall include procedures to ensure that:

i. A person is designated in each school to administer the policy and grant waivers (school ~~principal~~ administrator);

ii. The process for obtaining waivers or pursuing alternatives is administered fairly, objectively, without other students and parents; and complies with the privacy requirements of The Family Educational Rights and Privacy Act of 1974,20 U.S.C. 1232g (FERPA);

iii. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay; including SNAP and TANF recipients, students qualifying under the McKinney-Vento Homeless Assistance Act, and families meeting established income thresholds;

iv. Textbook fees are waived for all eligible students in accordance with ~~§53G-7-603~~ Utah State Board Rule R277-407;

v. The parent or legal guardian will receive a Fee Waiver Decision and Appeal Form stating whether or not the application is approved;

vi. ~~An appeal process is available, including the opportunity to appeal to the board or its designee; and I~~If a fee waiver request is denied, the student or parent may appeal the decision to the school principal by submitting the Decision and Appeal Form within 10 school days; During an appeal the requirement that the fee be paid is suspended;

vii. Parents are given the opportunity to review proposed alternatives to fee waivers; Any alternatives or other provisions in lieu of fee waivers must adhere to the following guidelines:

a) The service assignment is appropriate to the age, physical condition, and maturity of the student;

b) The service policy is consistent with state and federal laws, including the Federal Fair Labor Standards Act;

c) The service can be performed within a reasonable period and is credited at a rate at least equal to the minimum wage for each hour of service;

d) Any service or provision in lieu of a fee will not place an unreasonable burden on the student or parent;

e) Any earned service credits can and will be transferred to another school within the LEA, or to a different LEA entirely, upon the student's request;

viii. The Board provides for balancing of financial inequities among District schools, if the granting of waivers and alternatives to waivers produces significant inequities through unequal impact on individual schools.

f. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, each district's fee policies shall be designed to limit student expenditures for school sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.

g. Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, are fees requiring approval of the local Board of Education.

h. The requirements of fee waiver and availability of other provisions in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Schools may pursue

reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.

i. Charges for class rings, letter jackets, and similar articles not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.

Recodification: 5/2018