

**SUBJECT:** Fee Policy

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**I. Board Policy**

It is the policy of the Summit Academy Board of Trustees to establish a fee policy and a fee waiver policy. The Board will review and adopt the fee and waiver policies on an annual basis at a public meeting of the Board and will publish a fee schedule to be distributed to the parents or guardians of all students. The Board directs the Administration to implement the fee policy and provide guidelines to administer the policy.

**II. Guidelines**

**A. Definitions**

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.

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, or consumable items.

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.

Secondary Schools: Schools which contain grades 7 through 12.

Textbook: Book, workbook, and materials similar in function which are required for participation in any instructional course.

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. Textbook, lab, and other course-related fees may only be charged in grades seven through twelve. (Secondary Schools)

b. 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 fund raising activity with the following exceptions:

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

(2) A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student due to careless or irresponsible behavior.

(3) Secondary students may be required to provide their own student supplies.

## **2. School Activities Outside of the Regular School Day**

- a. No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies or for any class or regular school day activity, including assemblies and field trips.
- b. 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.
- c. 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.

### **C. Fee Waiver Policy**

#### **1. Required fees may be waived for the following reason:**

- a. Fee waivers will be granted to students who are in state custody or foster care, or are receiving public assistance in the form of Aid to Families with Dependent Children, or Supplemental Security Income, or are eligible for free or reduced school lunch.
- b. Other fee waivers may be granted because of extenuating circumstances such as exceptional financial burden, loss of substantial reduction of income, or extraordinary medical expenses.
- c. Only required fees, as defined by the school fee schedule, may be waived.

#### **2. Guidelines for Fee Waiver Requests**

- a. **Requests** – fee waiver requests are to be made to the building administrator. The building administrator may grant or deny the waiver based on the above criteria.
- b. **Appeals** – should the building administrator deny the fee waiver request, the parent/guardian has three (3) working days to pay the fee or submit an appeal the Board of Trustees. If the Board denies the appeal, the fee must be paid within three (3) working days.
- c. **Fee Waiver Alternatives** – the Board of Trustees allows for a variety of alternatives to satisfy the fee requirements including, but not limited to, the following: 1) tutorial assistance to other students, assistance to teachers before and after school, general community or home service, or other alternatives as deemed appropriate by the building administrator. Fee Waiver Alternatives, either full or partial, should be agreed upon by the building administrator, the parent or guardian, and the student. The student shall not be denied educational access should he/she refuse an alternative option. Fiscal, social, medical, and emotional considerations should all be addressed before any arrangement is finalized.
- d. **Forms** – the school staff shall complete forms required by the State Office of Education for reporting and/or notification of fee waivers.
- e. **Privacy** – At all times during the fee waiver procedure, the privacy rights of students and parents will be protected and no student will be discriminated against or denied an opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay or because of a request for a fee waiver. Students requesting or granted a fee waiver or partial waiver shall not be identified to other persons except to those school employees who need to know.

#### **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 Board of Trustees in accordance with this policy.

b. No present or former student may be denied receipt of records or transcripts 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.

c. As part of the Fee Waiver policy, the Board of Trustees will ensure that:

(1) The process for obtaining waivers or pursuing alternatives is administered fairly, objectively, and without students and parents;

(2) Textbook fees are waived for all eligible students in accordance with §53-13a-4 of the Utah Code;

(3) Parents are given the opportunity to review proposed alternatives to fee waivers;

d. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, the school'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.

e. 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 Board of Trustees.

f. 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.

g. Charges for yearbooks, 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.