



<u>Policy Number:</u>	3270
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Policy Student Fees

PURPOSE

Utah law requires that the imposition of any fee in public elementary or secondary schools be authorized by the school board. Therefore, all fees assessed by American Leadership Academy must be approved by the Board of Trustees and listed on the Fee Schedule. This policy is to provide guidance and establish procedures regarding fees imposed upon students at American Leadership Academy.

DEFINITION OF FEE

Fees are defined as any charge, deposit, rental, or other mandatory payment. 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, as well as the replacement of lost or damaged items, are not fees.

ELEMENTARY SCHOOLS

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.
2. Fees may be charged by the elementary school for programs offered before or after school or during school vacations. Any such fees are subject to fee waivers.
3. The 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.
4. Purchase of school pictures, yearbooks, or similar items through the school are not school fees and will not be waived.
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.
6. Federal law permits schools to charge for food or milk provided as part of the School Lunch Program in schools.

SECONDARY SCHOOLS

Utah law permits the charging of fees in grades seven through twelve. Students may be charged fees as listed in the approved Fee Schedule. Fee Schedules for the school, listing all approved fees, shall be adopted at least once each year by the Board of Trustees in a regularly scheduled public meeting. The approved Fee Schedule will be available to parents/guardians prior to the beginning of each school year.

1. Students may purchase student pictures, yearbooks, 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.
2. The costs of replacement or repairs of items lost or damaged by a student are not fees and will not be waived.
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.
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.

FEE WAIVER

Fees will be waived for students who qualify for fee waiver under Utah law.

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.
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 business administrator is empowered to make a determination of eligibility in those cases.
3. 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 and are also available in the finance office of the school.
4. 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. Approval or denial of applications will be determined based on established Utah state and federal guidelines. If the application is denied, the school 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 to the school.
6. American Leadership Academy 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 sixth. 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, but may not include installment payments, IOU's, or other delayed payment plans.
7. Community service requirements and fundraisers must be appropriate to the age, physical condition, and maturity of the students, and must be conducted in such a way that students are not subjected to embarrassment, ridicule, or humiliation.

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.

COLLECTION OF UNPAID FEES

1. The school may pursue reasonable methods to collect fees, including collection agencies, small claims, and opportunities to work for waivers. The school may not withhold or reduce grades, credits, report cards, or diplomas to enforce fee payment.
2. A student may be denied the opportunity to participate in graduation ceremonies due to outstanding fees.
3. The school may withhold the records of a student who willfully defaces school property consistent with Utah Code Ann. 53A-11-806.