



Policy Number: 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 that is requested or required as a condition to a student's full participation in an activity, course, or program that is provided or sponsored by ALA.

A "Fee" includes:

1. Something of monetary value that is mandated or necessary for a student, parent, or family to provide so that a student may fully participate in or successfully complete a class for the highest grade.
2. Charges or expenditures for a school field trip or activity trip.
3. Charges or expenditures for classroom textbooks, supplies, or materials.
4. Charges or expenditures for school activity clothing.

A "Fee" does not include:

1. A student fine for failing to return school property.
2. Charges for losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior.
3. A fine for improper use of school property, including a parking violation.
4. Charges related to the National School Lunch Program.
5. Items available to a student from a vending machine, concession stand, or school store.

NON-WAIVABLE CHARGES

The following are non-waivable charges and do not constitute fees subject to waivers or other restrictions set forth by this policy.

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.
5. 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.
6. Admission charges for optional attendance at school dances, performances, competitions, or games when those activities are not held during the school day.

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. Such a list must include 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."
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

1. 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.
2. Secondary students may be required to provide student supplies. Student supplies are 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. Student supplies may include pencils, paper, notebooks, crayons, scissors or similar consumable items over which a student retains ownership.
3. Students may be required to provide materials or pay for an optional project, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. A school shall base mandatory course projects on experiences that are free to all students.

4. Expenditures for uniforms, costumes, clothing and accessories (other than items of typical student dress) which are required for participation in choirs, drill teams, athletic teams, bands, orchestras or other student groups, are fees requiring approval by the Board of Trustees and subject to fee waivers.
5. 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 Trustees and are subject to fee waivers.

LIMITATIONS ON FEES

Consistent with this policy, students may be charged reasonable fees as listed in the approved Fee Schedule. No employee may charge a fee or request something of monetary value that is not a fee approved by the Board and listed on the Fee Schedule. A fee charged to a student must be equal to or less than the actual cost to the school of the student's participation in the activity for which the fee is charged. Fees for one program may not supplant or subsidize any other fee or program. Fees related to an extracurricular activity sponsored may not exceed limits established by the Board.

FEE WAIVERS

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 will be used to verify fee waiver eligibility: documentation of household income in the form of a current pay stub, and 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. All information provided in the application will be kept confidential.
6. Approval or denial of applications will be determined based on established Utah state and federal guidelines. If the application is denied, the school will make available to the parent/guardian a Decision and Appeal Form.
7. 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.

8. 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.
9. Students are allowed to appeal a required alternative in lieu of a fee waiver.
10. The school may charge a proportional share of a fee or reduced fee if circumstances change for a student or family so that fee waiver eligibility no longer exists.

APPROVAL AND NOTICE

The Board will annually review and approve the fee schedules for the upcoming school year. The review and approval must take place at a regularly scheduled Board meeting. Notice of the meetings in which the fee schedule and policy will be discussed or approved shall include notice to parents using the same form of communication regularly used by the school to communicate with parents.

Before approval the public must be given opportunities to comment on the proposed fee schedules during at least two Board meetings. The approved fee schedules and policy will be made available to each student and parent on the website and with registration materials.

The school will provide training for employees on this policy and the fee schedules specific to each employee's job function.

VOLUNTARY DONATIONS

School personnel may ask for donations of school supplies, equipment, or money, but they cannot require 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.

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