



**Official Policy  
of  
Ogden Preparatory Academy**

**7. Students**

**7.15.POL Fee and Fee Waiver Policy**

**Effective/Revision Date:** 01/19/2017

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**PURPOSE**

The Ogden Preparatory Academy Board of Directors shall adopt and maintain a fee policy in order to accomplish the following:

1. to preserve equal opportunity for all students;
2. to limit diversion of money and resources from the basic school program;
3. to provide for the orderly establishment and management of a system of reasonable fees;
4. to provide adequate notice to families of fees and fee waiver requirements;
5. to establish a fair and efficient process for granting fee waivers;

6. and to prohibit practices that would exclude students unable to pay fees from participation in school-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation. ~~Ogden Preparatory Academy (the "School") must abide by the Utah State Board of Education rules which direct the Board of Education to implement a policy regarding student fees. The rule is authorized under Article X, Sections 2 and 3 of the Utah Constitution, which vests general control and supervision of the public education system in the Utah State Board of Education and provides that elementary and secondary schools shall be free except that fees may be imposed in secondary schools as authorized by the Utah State Legislature. Utah state law also allows schools to establish money collection and handling procedures.~~

~~The purpose of a Fee Schedule and a Fee Waiver is to provide educational opportunities for all students. This allows the school to establish a reasonable system of fees, while prohibiting practices that would exclude those unable to pay from participating in the school sponsored activities.~~

## **POLICY**

Under the direction of the Board of Directors (the "Board"), the School's ~~Administration~~ principal (the "Principal") is authorized to administer this policy and to do so fairly, objectively, without delay, avoiding stigma and unreasonable burdens on students or parents/guardians.

## **CLASSES & ACTIVITIES DURING THE REGULAR SCHOOL DAY**

Elementary and secondary students may be required to provide materials for their optional projects; however, a student may not be required to select an optional project requiring the student to obtain additional material(s) as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.

## **KINDERGARTEN THROUGH SIXTH GRADE**

No fee may be charged in kindergarten through sixth grades for materials, textbooks, supplies, or for any class or activity including assemblies and field trips.

Elementary students cannot be required to provide their own school supplies. However, the School or teacher may provide the parents or guardians of students in grades kindergarten through sixth a suggested list of supplies for use during the regular school day. A parent or guardian may furnish, on a voluntary basis, those supplies for student use. The list provided to a student's parent or guardian must include and be preceded by the following language:

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“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.”

### **SEVENTH THROUGH NINTH GRADE**

Fees may be charged in grades 7-9 for materials, textbooks, and/or supplies for any class or regular school day activity, including assemblies and field trips. A general breakage fee levied against all students in a class or school is not permitted.

Fee waivers are available for any class that requires payment of fees or purchase of materials (i.e., tickets to events, etc.) in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades.

Secondary students may be required to provide their own student supplies, subject to the fee waiver provisions.

### **ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY**

Fees may be charged in all grades for any school-sponsored activity that does not take place during the regular school day where participation is voluntary and does not affect the student’s grade or ability to participate fully in any course taught during the regular school day. Fee waivers are available for such fees.

Activities that use the school facilities outside the regular school day and are not sponsored by the School may require fees (i.e., ~~programs sponsored by the parent organization and/or an outside organization~~). Fee waivers are not available for such fees.

### **GENERAL PROVISIONS**

The Board will approve a Fee Schedule on or before June 30 each year. No fee may be charged in connection with any class or School-sponsored activity, including extracurricular activities, unless the fee has been approved by the Board in the Fee Schedule.

The ~~Administrative Team~~ ~~Principal~~ shall ensure that a written copy of the school’s Fee Schedule is included with all registration materials provided to potential or continuing students. The procedures for obtaining the waivers and for appealing a denial of a waiver shall be provided as soon as possible prior to the time the fees become due.

The School will not exclude a student from school to obtain payment of fees or fines.

No present or former student may be denied receipt of unofficial transcripts, diplomas or grade reports for failure to pay school fees or fines.

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A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. 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.

Donations or contributions may be solicited and accepted, but all such requests must clearly state that donations and contributions are voluntary. A donation is a fee if a student must make a donation in order to participate in an activity. No student may be excluded from any activity or program connected to the regular school day program for failure to make a donation.

## **WAIVERS**

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 school provides fee waivers or other provisions in lieu of fee waivers as follows:

1. The **School Administration or designee** will administer the policy and grant waivers.
2. The process for obtaining waivers or pursuing alternatives shall be administered fairly, objectively, and without delay, and avoid stigma and unreasonable burdens on students and parents.
3. The **School Administration** will inform patrons of the process for obtaining waivers.
4. Students who are 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 to know of the waiver.
5. Fee waivers or other provisions in lieu of fee waivers are to be available to any eligible student.
6. The **School Administration or designee** will explore with the student and parent/guardian of a student eligible for a fee waiver the alternatives available for satisfying the fee requirement in lieu of waivers, including but not limited to (a) providing tutorial assistance to other students, (b) providing assistance before or after school to teachers and other school personnel on school-related matters, and (c) general community or home service.

## **ELIGIBILITY FOR FEE WAIVERS**

1. A student shall show eligibility for a fee waiver as follows:
  - a. If the family qualifies for free or reduced lunch, they shall provide income verification such as income tax returns or current pay stubs. If a family qualifies for reduced lunch, their fees shall be proportionally reduced;
  - b. If the student receives Supplemental Security Income (SSI) (only the student who receives the SSI benefit qualifies for fee waivers), they shall provide a benefit verification letter from the Social Security Administration;

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- c. If the family receives TANF (currently qualified for financial assistance for food stamps), they shall provide a letter of decision from Utah Department of Workforce Services covering the period for which the fee waiver is sought; or
- d. If the student is in state custody or foster care, they shall provide the youth in custody required intake form or school enrollment letter provided by the caseworker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

## PROVISIONS IN LIEU OF WAIVERS

1. **Building** Principals may consider waivers for eligible students to perform a work assignment or public service as payment-in-kind in lieu of a fee-waiver. Work or service alternatives must be administered according to the following guidelines:
  - a. The student given work alternatives should not be treated differently from other students or identified to persons who do not need to know.
  - b. The work should be appropriate to the age, abilities, and situation of the student and should not create an unreasonable burden on the student or parents.
  - c. The work should be a fair exchange of time for the value of fees to be waived.
2. Parents are to be given the opportunity to review proposed alternatives to fees-waivers.

## ITEMS ELIGIBLE FOR FEE WAIVERS

Any charge, deposit, rental or other mandatory payment for required student participation in any class, program, or activity; provided, sponsored, or supported by the School, are fees requiring approval of the Board, and are subject to the fee waivers requirements.

Expenditures for costumes, clothing, and accessories (other than items of typical student dress) which are required for school attendance, participation in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, and expenditures for student travel as part of a school team, student group, or other school-approved trip, are fees subject to the fee waiver provisions of this policy.

## ITEMS NOT SUBJECT TO WAIVERS

Fee waivers and other provisions in lieu of fee waivers are not available for:

- Charges assessed in connection with a student losing or willfully damaging school property;
- Charges for yearbooks, picture books, and similar non-school sponsored parent-organization or vendor-sponsored items that are not required for participation in a class or activity.

- Student supplies for secondary students if the item is something that is commonly found in students' homes regardless of wealth.
- Fees associated with repeating a course or required remediation to advance or graduate.

## **COLLECTION**

The School may pursue reasonable methods for obtaining payment for fees and charges assessed in connection with a student losing or willfully damaging school property. The School may withhold the official student records of a student responsible for lost or damaged School property consistent with Utah Code §53A-11-504. Students shall be given notice and an opportunity to pay fines prior to withholding issuance of official written grade reports, diplomas and transcripts. If the student and/or the student's parent or guardian are unable to pay for damages or if it is determined by the School in consultation with the student's parents that the student's interests would not be served if the parents were to pay for the damages, the School may provide for a program of voluntary work for the student in lieu of the payment.

The School may not exclude students from school or withhold official school records, including written or electronic grade reports, diplomas, or transcripts, in order to collect fees.

The School will forward a certified copy of a transferring student's record to a new school within 30 days of the request, regardless of whether the student owes fees or fines to the School.

### Document History

Approved: 06/14/2005

Revised: 10/10/2012

01/17/2017 Grammatical and Spelling errors updated.

### Legal References

Article X §2-3, Utah State Constitution

Utah Code Ann. §53A-2-207(5) – Enrollment of nonresident students processing fee

Utah Code Ann. §53A-3-602.5 – School performance report – Components – Annual filing

Utah Code Ann. §53A-11-806 – Defacing or injuring school property – Student’s liability – Voluntary work program alternative.

Utah Code Ann. §53A-12-102 to 104 – State Policy on student fees, deposits, or other charges – Waiver of fees – Notice of student fees and waivers.

Utah Code Ann. §53A-12-201 to 204 – Provides for state policy on providing textbooks

Utah Administrative Code R277-407 – Rules for School Fees

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Utah Administrative Code R277-713-6 – Student Tuition, Fees and Credit for Concurrent Enrollment Programs.

Article X, Sections 2 and 3 of the Utah Constitution

Utah Code § 53-A-11-103(5)

Utah Code §53A-11-504

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