

Davis School District Policy and Procedures

Subject: 6F-101 School Fees, Fee Waivers, and Provisions in Lieu of a Fee

Index: Finance

Revised~~DRAFT: October 1, 2019~~**March 3, 2020**

[Elementary Fee Schedule](#) | [Junior High Fee Schedule](#) | [High School Fee Schedule](#)

1. PURPOSE AND PHILOSOPHY

The Board of Education for Davis School District (**Board**) adopts this policy to provide for the orderly establishment of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; while prohibiting practices that would exclude those unable to pay for participation in school-sponsored activities or create a burden on a student or family detrimental to participation.

2. POLICY

- 2.1. A school, school official, or employee may not charge or assess a fee or request or require something of monetary value in connection with an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extracurricular activity, unless the fee has been set and approved by the ~~Board of Education for the Davis School District (Board)~~.
- 2.2. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, the District and each school shall limit student expenditures for District and school-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area career technology leadership organizations, whether local, state, or national.
- 2.3. A school shall provide notice to a parent of each student attending the school of all current fee schedules; provide an opportunity for a parent to apply to have one or more fees waived; and shall grant requested fee waivers to students who are eligible under the provisions of this policy.
- 2.4. A school may only collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with District policies and state law.

3. ESTABLISHING A FEE SCHEDULE

- 3.1. "Fee" means something of monetary value requested or required by the District or a school as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school. A fee includes money or something of monetary value raised by a student or the student's family through fundraising.
- 3.2. District secondary school directors will make provisions for broad public notice and participation in the development of the fee schedule and fee policy.
- 3.3. Fee schedules and policies for the District shall be adopted on or before April 1 of each year in a regularly scheduled public meeting of the Board.
 - 3.3.1. Before approving the District's fee schedule, the District shall provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board and provide public notice of such meetings.
 - 3.3.2. Minutes of the Board meeting during which the fee and fee policies are adopted,

together with copies of the approved policy and fee schedule shall be kept on file and made available upon request.

3.3.3. ~~Beginning with the 2020-2021 school year, as~~ As part of the District's fee setting process the District shall establish:

- [a] a maximum fee amount per student for each activity;
- [b] a per student annual maximum ~~total~~ aggregate fee amount ~~per student per school year~~ that schools may charge a student for the student's participation in all courses, programs, and activities sponsored, or supported by a school for the year; and
- [c] a spend plan for the revenue collected from each fee charged. The spend plan for each fee charged should provide students, parents, and employees transparency by identifying the fee's funding uses.

3.3.4. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by the District or school to provide for a student activity, course, or program. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.

3.3.4.3.4. A fee listed on a school fee schedule is the maximum amount which may be charged per student for a class or school sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular or extra-curricular.

4. **FEES FOR CLASSES AND ACTIVITIES DURING THE REGULAR SCHOOL DAY**

4.1. **Elementary Schools**

4.1.1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips, any snacks, materials, textbooks, supplies, except for student supplies described in section ~~2.24.1.2 below,~~ or for any class or regular school day activity, including assemblies and field trips.

~~4.1.2. School supplies must be provided for elementary students.~~

~~4.1.2.~~

- [a] An elementary school or teacher may ~~compile and~~ provide to a student's parent a suggested list of supplies for use during the regular school day so that a parent may furnish, on a voluntary basis, those supplies for student use. 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."

~~[b]~~ 4.1.3 The school must provide any necessary student supplies not voluntarily furnished by a parent.

4.2. **Secondary Schools**

4.2.1. Fees may be charged, subject to the Board approved fee schedule, in connection with an activity, class, or program provided, sponsored, or supported by a school for a student in a secondary school that takes place during the regular school day.

4.2.2. If a secondary class is established or approved, which requires payment of fees or purchase of items for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit or highest grades, the fees or costs for the class shall be subject to the fee waiver provisions of Utah Administrative Code R277-407-8 and section 9 of this policy.

4.2.3. A fee listed on a school fee schedule is the maximum amount charged per

student for a class or school sponsored or supported activity. Actual amount charged may be less.

- 4.2.4. The amount specified for uniforms, travel, and clinics is the total which may be spent whether from student contributions, fundraising activities, donation, or school subsidy.
- 4.2.5. A school may require a secondary student to provide student supplies; however:
- [a] If a school requires a student to supply a special item because of specific requirements such as brand, style, color, or special imprint, the cost of the special item is considered a fee, and subject to fee waiver.
 - [b] If a school requires special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint, the cost of the special shoes or items of clothing are considered a fee, and subject to fee waiver.
- 4.2.6. **Beginning in the 2022-2023 school year**, schools **may not charge a fee** for a textbook, except for a textbook used for a concurrent enrollment or advanced placement course, subject to fee waivers.
- [a] *“Textbook” means instructional material necessary for participation in a course or program, regardless of the format of the material; and as further described in the definition section of this policy. Does not include instructional equipment or supplies.*
 - [b] Schools **may charge a fee** for instructional equipment and supplies subject to fee waivers.
“Instructional equipment” means an activity, course, or program-related tool or instrument that is required for a student to use as part of a secondary activity, course, or program; and typically becomes the property of the student upon exiting the activity, course, or program; and as further described in the definition section of this policy.
“Instructional supplies” means a consumable or non-reusable supply that is necessary for a student to use as part of a secondary activity, course, or program; and as further described in the definition section of this policy.
- ~~[c]~~ Schools **may charge a fee** for the cost to access software, digital content, or other instructional materials that are required as part of an activity, course, or program.

5. PROJECTS AT ANY GRADE LEVEL

- 5.1. Projects required for course completion shall be included in the course fee.
- 5.2. Students **at any grade level** may be required to provide materials or pay for an additional discretionary project if the student chooses a project in lieu of, or in addition to, a required classroom project. Cost for an additional or alternate projects are not subject to fee waiver.
- 5.3. A school shall avoid allowing high cost additional projects, particularly if authorization of an additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high cost project.
- 5.4. A school may not require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.

6. SCHOOL ACTIVITIES OUTSIDE OF THE REGULAR SCHOOL DAY

- 6.1. Fees may be charged, subject to the Board approved fee schedule, in connection with any school-sponsored program or activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if:
- 6.1.1. participation in the activity is voluntary; ~~and does not affect a student's grade or ability to participate fully in any course taught during the regular school day. Such~~

~~fees are subject to the fee waiver requirement.~~

~~6.1.2. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;~~

~~6.1.3. the fee revenue is collected in compliance with District financial policies;~~

~~6.1.4. fee revenue is expended in compliance with the spend plan;~~

~~6.1.5. the fee is subject to the fee waiver requirements; and~~

~~6.1.6. for elementary schools, the student's participation in the activity does not affect a student's grade or ability to participate fully in any course taught during the regular school day.~~

~~6.2. A fee related to a co-curricular or extracurricular activity may not exceed the maximum fee amounts for the co-curricular or extracurricular activity adopted by the Board.~~

~~6.3.6.2.~~ Schools that provide, sponsor, or support an activity, class, or program outside of the regular school day or school calendar are subject to the provisions of this policy regardless of the time or season of the activity, class, or program.

7. NOTICE TO PARENTS

7.1. The District Office of Policy and School Law shall publish the District's fee waiver policies and fee schedules.

7.2. School principals shall publish the fee schedule on the school's website and include a copy of the District's fee schedule and the school's fee waiver application process with the school's registration materials.

7.3. School principals shall also include with the school's registration, school fee documents required by Utah Administrative Code R277-407-6 (8).

8. FEE WAIVER PROCEDURES

~~8.1. Fee waiver means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment. All fees are subject to fee waiver unless specifically identified as items not subject to waiver in this policy or Utah Administrative Code R277-407.~~

~~8.1.8.2.~~ 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, each school will provide for adequate waivers or other provision in lieu of a fee.

~~8.2.8.3.~~ The process for obtaining a fee waiver or pursuing an alternative shall be administered fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.

~~8.3.8.4.~~ Students receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, staff members, or other persons who do not need to know of the waiver.

~~8.4.8.5.~~ Any requirement that a given student pay a fee is suspended during any period in which the student's eligibility for a fee waiver is being determined or a denial of a fee waiver is being appealed.

~~8.5.8.6.~~ Fee Waiver ~~Request~~Application Process

~~8.5.1-8.6.1.~~ The principal in each school shall designate at least one person at the appropriate administrative level to review and grant waiver requests.

~~8.5.2.~~ The ~~principal school~~ shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.

~~8.5.3-8.6.2.~~ ~~The principal shall inform parents of the process for obtaining a fee waiver~~ as soon as possible before the fee becomes due.

~~8.6.3.~~ The school shall provide written notice of its decision to grant or deny a fee waiver request to parents using the standardized state board fee waiver decision and appeal form.

~~8.6.4.~~ ~~Once granted, a fee waiver lasts for the duration of the school year in which it was granted or circumstances of the family change.~~

~~8.5.4-8.6.5.~~ ~~If a family experiences a change of financial circumstances so that the waiver eligibility no longer exists or that the eligibility does exist, the school may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period.~~

~~8.6.8.7.~~ **Fee Waiver Denial Appeal Process**

~~8.6.1-8.7.1.~~ ~~Denial of eligibility for a fee waiver may be appealed in writing to A parent may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial or found on the school website to~~ the school principal within ten (10) school days of receiving notice of denial.

[a] The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the school principal to discuss the parent's concerns.

[b] If after meeting with the school principal the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the school director at the District level.

~~8.7.8.8.~~ **Service in Lieu of a Fee**

~~8.7.1-8.8.1.~~ A secondary student may be allowed to perform service in lieu of a fee, but service in lieu of a fee may not be required.

~~8.7.2-8.8.2.~~ The service may include:

[a] tutorial assistance to other students;

[b] assistance before or after school to teachers and other school personnel on school related matters; and

[c] general community or home service.

~~8.7.3-8.8.3.~~ The service should be able to be performed within a reasonable period of time and the services shall be at least equal to the minimum wage for each hour of service.

~~8.7.4-8.8.4.~~ The service shall be approved by a school administrator, and parents are to be given the opportunity to review proposed community service in lieu of a fee.

~~8.7.5-8.8.5.~~ Service credit shall be transferred to another school within the District upon request of the parent.

~~8.8.8.9.~~ **Installment Payments**

A school may make an installment payment plan available to a parent or student to pay for a fee. An installment payment may not be required in lieu of a fee waiver.

9. FEE WAIVER ELIGIBILITY

~~9.1.~~ A student is eligible for and will be granted a fee waiver if a school receives a completed application and verification that of one of the following from the parent:

~~9.1.~~ the-The student's -qualifies based on the-family income qualifies under the levels set by the State Superintendent and parent provides verification in the form of income statements, pay stubs, or tax returns;

~~9.1.1.~~ these levels are set to correspond to the income levels for the federal free lunch program and may be found at schools.utah.gov/school fees on the fee waiver application form;

~~9.1.1-9.1.2.~~ all income received by the household is considered, including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments.

~~9.1.2-9.2.~~ the-The student's family receives Temporary Assistance for Needy Families (TANF)-funding and the parent provides benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought which may be in the form of an electronic screenshot of eligibility determination or status;.

~~9.3.~~ †The student to whom the fee applies -receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.

~~9.1.3-9.4.~~ The student to whom the fee applies is in foster care through the Division of Child and Family Services; or is in state custody and the individual seeking the waiver provides the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

~~9.2.~~ In accordance with Utah Code Annotated §53G-7-504(4), a parent of a student applying for a fee waiver is required to provide documentation and certification to the school verifying that a student is eligible to receive the fee waiver. Verification shall be in the form of tax returns or current pay stubs.

~~9.2.1.~~ In lieu of income verification, alternative verification shall be required:

~~[a]~~ —If a student's family receives TANF, a letter of decision covering the period for which fee waiver is sought, from the Utah Department of Workforce Services;

~~[b]~~ —If a student receives SSI, a benefit verification letter from the Social Security Administration;

~~[c]~~ —If a student is in state custody or foster care, the youth in care required intake form and school enrollment letter, or both, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.

~~9.3.~~ Fee waiver eligibility documentation is not required annually but may be required at any time by the school or if a parent asks for review for good cause.

~~9.5.~~ A school may grant a fee waiver to a student, on a case by case basis, who does not qualify for a fee waiver under the criteria above, but who, because of extenuating circumstances is not reasonably capable of paying the fee.

~~9.5.1.~~ An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with a school administrator to discuss their situation and potential eligibility for fee waiver.

~~9.5.2.~~ Verification may be collected as appropriate for the situation.

~~9.4-9.6.~~ For the protection of privacy and confidentiality schools shall not retain required fee waiver verification documents.

10. FEE WAIVER ELIGIBLE CHARGES ITEMS SUBJECT TO WAIVERS

Fees for the following require approval of the Board and are subject to the fee waiver requirement regardless of whether they are held during the regular school day, during the regular school year, outside the regular school day, outside of the regular school year, or during the summer.

~~10.1. A charge, expense, deposit, rental, or payment; regardless of how the charge, expense, deposit, rental, or payment is termed, described, requested, or required directly or indirectly; in the form of money, goods, or services; and that is a condition to a student's full participation in a~~An activity, course or program that is: provided, sponsored, or supported by or through the District of a local school.

~~10.1.1. primarily intended to serve school-age children; and~~

~~10.1.2. taught or administered, more than inconsequentially, by a school employee as part of the employee's assignment.~~

~~10.2. An charge, expense, deposit, rental, or payment for student participation in any~~activity, class, or program that is explicitly or implicitly required:

~~10.2.1. as a condition to receive a higher grade, or for successful completion of a school class or to receive credit, including a requirement for a student to attend a concert or museum as part of a music or art class for extra credit; or~~

~~10.2.2. as a condition to participate in a summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team.~~

~~10.3. Charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges.~~

~~10.4. Payments made to a third party that provides a part of a school activity, class, or program.~~

~~10.5. Charges or expenditures for classroom textbooks, supplies, or materials.~~

~~10.3. An activity or program that is promoted by a school employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the school employee is acting in the employee's official capacity.~~

~~10.4. An admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by the District or a school including:~~

~~10.4.1. athletic competitions;~~

~~10.4.2. music or theater program performances; and~~

~~10.4.3. parent teacher organization activities.~~

~~10.5. An activity or program where full participation in the activity or program includes:~~

~~10.5.1. travel for state or national educational experiences or competitions.~~

~~10.5.2. debate camps or competitions; or~~

~~10.5.3. music camps or competitions.~~

~~10.6. A concurrent enrollment, CTE, or AP course.~~

~~10.6-10.7. Charges or expenditures for school activity clothing~~Student activity related apparel required to be worn by a student when participating as a club, school group, or team such as matching jackets, hoodies, t-shirts or other like apparel.

~~10.7-10.8. Fine other than a fine described in Section 44 of this policy~~Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.

11. NON-WAIVABLE CHARGES ITEMS NOT SUBJECT TO WAIVERS

Non-waivable charges are ~~C~~costs, payments, or expenditures that are a personal discretionary charge or purchase, including not considered to be school fees and are not subject to fee waivers.

- 11.1. Non-waivable charges include a personal discretionary charge or purchase for:
- 11.1.1.1. A charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program.
 - 11.1.1.2. A charge for college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination.
 - 11.1.3. A charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
- 11.3.11.2. Charges designated by Utah Code, Federal law, or administrative rules not to be a fee are not subject to waiver, including:
- 11.4.11.2.1. The a Boundary Variance Request fee as established by Utah Code Ann. §53G-6-402.
 - 11.5.11.2.2. a Book-book rental fee to non-registered students such as those enrolled in private, parochial, or home schools.
 - 11.6.11.2.3. Tuition-tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges.
 - 11.7.11.2.4. A-a charge for an activity, class, program, that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs.
 - 11.8.11.2.5. A-a charge for a school breakfast or lunch.
- 11.9.11.3. A fine for improper use of school property, including a library fine or a parking violation.
- 11.10.11.3.1. A-a fine for a replacement for damaged or lost school property.
 - 11.10.1.[a] In accordance with Utah Code Ann. §53G-8-212, students of all grade levels may be required to replace any school property which has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcripts of the student responsible for the damage or loss until the student or the student's parent has paid for the damage.
 - 11.10.2.[b] If the student and the student's parent are unable to pay for damages or if it is determined by the school in consultation with the student's parent that the student's interests would not be served if the parent were to pay for the damages, the school may provide for a program of work the student may complete in lieu of the payment.
 - 11.10.3.[c] No fine may be assessed for damages which may be reasonably attributed to normal wear and tear.

12. STUDENT RECORDS

- 12.1. A school may pursue reasonable methods for collecting student fees, but shall not, as a result of unpaid fees:
- 12.1.1. exclude students from an activity, class or program that is provided, sponsored, or supported by a school during the regular school day;
 - 12.1.2. refuse to issue a course grade; or
 - 12.1.3. withhold-deny a former or current student receipt of official student records, including written or electronic grade reports, diploma, or transcripts.
- 12.2. A school may withhold the official student records of a student responsible for lost or damaged school property consistent with section 11.403 of this policy but may not withhold any records required for student enrollment or placement in a subsequent K-12 school.
- 12.3. Consistent with Utah Code §53G-6-604, a school requested to forward a certified copy of a transferring student's record to the new school shall comply within thirty (30) calendar days of the request.
- 12.3-12.4. A school may exclude a student with unpaid fees owing from the graduation

ceremony if, the graduation ceremony is not part of a regular school day activity; and the student and parent has received notice of an anticipated exclusion with reasonable time for response.

13. FUNDRAISING AND DONATIONS

- 13.1. Schools shall conduct fundraising that uses students to generate funds or raise money and solicit and accept donations or contributions in accordance with District policy 10CR-200 Donations, Fund Raising, and Commercialism.
- 13.2. Donations or contribution on the part of students or parents shall be strictly voluntary.
- 13.3. A donation is a fee if a student or parent is required to make a donation as a condition to the student's participation in an activity, class, or program.

14. CHARTER, ONLINE, HOME, AND PRIVATE SCHOOL STUDENT FEES FOR ENROLLMENT IN EXTRACURRICULAR OR CO-CURRICULAR SCHOOL ACTIVITIES

A charter, online, home school, or private school student is subject to the eligibility and fee provisions outlined in District policy 5S-200 Extracurricular and Co-Curricular Activities Participation to participate in a co-curricular or extracurricular activity at a District school.

15. PRORATED FEES PAYMENT SCHEDULE

Students enrolling after the scheduled registration date shall pay fees using the following schedule.

INITIAL DATE OF ENTRY FEES PAYMENT SCHEDULE	Student New to the District Payment Rate	In-District Transfer Student Payment Rate
Prior to mid-term of term one.	100%	100%
Following mid-term of term one and prior to mid-term of term two.	75%	See section 15.1
Following mid-term of term one and prior to mid-term of term three.	50%	See section 15.1
Following mid-term of term three and prior to mid-term of term four.	25%	See section 15.1
After mid-term of term four.	No payment	No payment

- 15.1. In-District transfer students shall be charged the same amount for basic District fees as they were refunded by the previous school. A student may be charged for fees associated with a class they are taking at the new school which they were not taking at the previous school.
- 15.2. Students enrolled half-time or less pay one-half the regular fee rate.

16. FEE PAYMENT REFUNDS

Schools shall refund fees according to the following procedures.

- 16.1. Refund Procedures
 - 16.1.1. Schools shall not issue cash refunds.
 - 16.1.2. Except for school lunch refunds, refunds shall be initiated by the school office

6F-101 School Fees, Fee Waivers and Provisions in Lieu of a Fee Waiver

- and paid by District Accounts Payable check, according to District procedures.
- 16.1.3. Refunds to students may be withheld to pay for fines or other monies owed by the withdrawing or transferring student.
- 16.1.4. Appeals shall be heard by the school principal.
- 16.1.5. Refunds shall be based on the schedules outlined in this policy.

- 16.2. Refunds for Students Transferring Within or Leaving the District
All secondary students who withdraw from school shall be refunded all unused fees as directed in table [a] and [b] of this section.

[a] FEES REFUND SCHEDULE	
Date of Withdrawal	Refund Rate of Activity Fee, and Textbook and Musical Instrument Rental
Prior to mid-term of term one.	100%
Following mid-term of term one and prior to mid-term of term two.	75%
Following mid-term of term two and prior to mid-term of term three.	50%
Following mid-term of term three and prior to mid-term of term four.	25%
After mid-term of term four.	No refund
[b] REFUND SCHEDULE FOR OTHER FEES AND CHARGES	
Fee or Charge	Conditions for Refund
Athletic Participation Fees	No refund after season begins. Fee must be paid following final cuts or when the names of team members have been submitted to the UHSAA.
Drivers Education	100% Refund if student withdraws during first two weeks of term. No refund after two weeks.
Extracurricular group uniform and other costs	No refunds for Musical Groups, Cheerleading, pep club, drama, debate or other extracurricular uniform or other costs.
Locker Fees	No refund
Musical Instruments	Refund according to refund rate in [a] above.
School Club Fees	No refund
Summer School	No refund after first day of class.
Computer Equipment	No refund
Unused portion of shop card	Refund of unused portion.

17. SCHOOL REPORTING REQUIREMENTS

The District superintendent and Each each school principal shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.

18. TRAINING

The District shall provide for annual training of District and school employees on fee related policies enacted by the District specific to each employee's job function.

19. PENALTIES FOR VIOLATION OF SCHOOL FEE POLICY

- 19.1. Any administrator, teacher, advisor or coach who knowingly violates the authorized fee

schedule and financial policies as approved annually by the Board will be subject to disciplinary action as outlined by District Policy.

- 19.2. Monies collected beyond the approved fee schedule will be refunded by the school back to the individual student(s).
- 19.3. If a school violates the authorized fee schedule and financial policy, the Board may impose the following:
 - 19.3.1. Issue a letter of reprimand to the individual(s) and/or school.
 - 19.3.2. Restrict participation in District, group or state level activities.
 - 19.3.3. Drop the school from membership and prohibit participation in any or all Utah High School Activities Association (UHSAA) sponsored activities.
 - 19.3.4. The principal, teacher, coach/advisor, and/or the school may be assessed a fine not to exceed \$200.
- 19.4. The State Board of Education shall monitor the District's compliance with State law and administrative rule regarding school fees and, **beginning in the 2021-2022 school year**, may implement enforcement measures for any violations as outlined in Utah Administrative Code R277-407-16 Enforcement.

DEFINITIONS

“Co-curricular activity” means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.

“Curricular activity” means an activity, a course, or a program that is: 1) provided, sponsored, or supported by the District; and 2) conducted only during school hours.

“Extracurricular activity” means an activity or program for students, outside of the regular school day, that: (a) is sponsored, recognized, or sanctioned by the District; and (b) supplements or complements, but is not part of, the District’s required program, or regular curriculum.

“Instructional equipment” means an activity, course, or program-related tool or instruction that is required for a student to use as part of a secondary activity, course, or program; typically becomes the property of the student upon exiting the activity, course, or program. Instructional equipment includes: a) shears or styling tools; b) band instruments; c) a camera; d) a stethoscope; and e) sports equipment, including a bat, mitt, or tennis racquet. Does not include “school equipment.”

“Instructional supply” includes a) prescriptive footwear; b) brushes or other art supplies, including clay, paint, or art canvas; wood for wood shop; Legos for Lego robotics; film; and filament used for 3D printing.

“Noncurricular club” means a student initiated group that may be authorized and allowed school facilities use during noninstructional time in secondary schools by a school and governing board in accordance with the provisions of state law. A noncurricular club’s meetings, ideas, and activities are not sponsored or endorsed in any way by a school governing board, the school, or by school or school district employees.

“Provided, sponsored, or supported by a school” means an activity, class, program, fundraiser, club, camp, clinic, or other event that is authorized by the District or a school; or satisfies at least one of the following conditions. The activity, class, program, fundraiser, club, camp, clinic, or other event: (a) is managed or supervised by the District or a school, or a District or school employee; (b) uses, more than inconsequentially, the District’s or school’s facilities, equipment, or other school resources; or (c) is supported or subsidized, more than inconsequentially, by public funds, including the school’s activity funds or minimum school program dollars. Does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs.

“Requested or required by a school as a condition to a student’s participation” means something of monetary value that is impliedly or explicitly mandated or necessary for a student, parent, or family to provide so that a student may: (a) fully participate in school or in a school activity, class, or program; (b) successfully complete a school class for the highest grade; or (c) avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by: (i) peer pressure, shaming, stigmatizing, bullying, or the like; or (ii) withholding or curtailing any privilege that is otherwise provided to any other student.

“School activity clothingStudent activity related apparel” means special shoes or items of clothing that meet specific requirements, including requesting a specific color, style, fabric, or imprint; and that a school requires a student to provide; and that is worn by a student for a co-curricular or extracurricular activity.

“Student supplies” means 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. Student Supplies include: 1) pencils; 2) paper; 3) notebooks; 4) crayons; 5) scissors; 6) basic clothing for healthy lifestyle classes; and 7) similar personal or consumable items over which a student retains ownership.

“School equipment” means a durable school-owned machine, equipment, or tool used by a student as part of a secondary activity, course, or program. School equipment includes a saw, machine, and 3D printer.

“Textbook” means instructional material necessary for participation in a course or program, regardless of the format material. Textbook includes: a) hardcopy book or printed pages of instructional material, including a consumable workbook; b) computer hardware, software, or digital content; ~~c) computer hardware, software, or digital content;~~ d) ~~the cost of Wi-Fi to access school required digital content;~~ and ~~ec~~ the maintenance costs of school equipment. Does not include instructional equipment or instructional supplies.

REFERENCES

6F-101 School Fees, Fee Waivers and Provisions in Lieu of a Fee Waiver

[Utah Code Ann. §53G-6-402\(5\)](#) – Open enrollment options – processing fee.

[Utah Code Ann. §53G-6-604](#) – Requirement of school record for transfer of student.

[Utah Code Ann. §53G-8-212](#) – Defacing or damaging school property – Student's liability – Work program alternative.

[Utah Code Ann. Title 53G, Chapter 7, Part 5](#) – Student Fees

[Utah Code Ann. Title 53G, Chapter 7, Part 6](#) – Textbook Fees

[Utah Code Ann. Title 53G, Chapter 7, Part 7](#) – Student Clubs

[Utah Administrative Code R277-113](#) – LEA Fiscal and Auditing Policies Part 7 – School Sponsored Activities

[Utah Administrative Code R277-407](#) – School Fees

[Utah Administrative Code R277-713](#) – Concurrent Enrollment of High School Students in College Courses.

[Permanent Injunction Civil No. 920903376](#)

RELATED POLICY

[5S-200 Extracurricular and Co-curricular Activities Participation](#)

[5S-202 Authorization of Student Clubs and Organizations](#)

6F-102 School Collections and Accounting Procedures (renumber Facilities Rental)

[10CR-200 Commercialism, Fund Raising and Donations Policy](#)

FORMS

[Fee Waiver Forms \(Link to USOE School Fee Forms Page\)](#)

OTHER SCHEDULES

[Community School and Other Miscellaneous Fee Schedule](#)

[Junior High Remittance Schedule](#)

[High School Remittance Schedule](#)

DOCUMENT HISTORY:

Revised: May 19, 1998 Fee Schedule

Revised: May 16, 2000 Fee Schedule

Revised: April 16, 2002 Policy reformatted – Fee schedule removed to addendum and building rental fee schedule was move to 6F-102 Building Rental Policy.

Revised: April 1, 2003 - Fee Schedule: Admission musicals \$5; 7th/8th grade lab fees TLC & science \$5; high school yearbook increased \$2.50, concurrent enrollment fee \$20; foreign exchange & nonresident tuition \$5,500.

Revised: April 13, 2004 -Fee Schedule: junior high yearbook \$18; 7th/8th grade art fee \$5; Davis County Youth Symphony \$100; FCCLA Dues \$17; junior high remediation fee \$45; removed high school remediation range; tuition refund for nonresident, out-of- state and foreign exchange students.

Revised: May 18, 2005 - Fee Schedule: high school yearbook \$45; Driver's Education Fee \$60, Repeat Driver's Education Fee \$65, Night or Summer Driver's Education Fee \$130; TSA Dues \$16; HOSA Dues \$18; Sports Medicine \$20; Work-based Learning \$25; 8th Grade FACS and Tech & Engineering courses (CTE) \$5.

Revised: June 6, 2005 - Technical change to comply with state law requiring parents requesting a fee waiver to provide documentation supporting eligibility. See section 2.4.2[c].

Revised: April 4, 2006 - Fee Schedule: Computer Equipment Fee \$10; Driver's Education Fee \$70, Night or Summer Driver's Education \$140; Cheerleading Uniform (Varsity) \$550, Cheerleading Uniform (JV) \$350, Cheerleading Uniform (Junior High) \$475; Photography Fee \$15; On campus camps \$20 to \$150, Off campus camps \$250.

Revised: April 10, 2007- Fee Schedule: CTE Classes (per semester) \$10; Athletic Fee (jh) \$30; Athletic Fee (hs) \$45; Soccer & Volleyball (hs) \$40 ; Cross Country, Golf and Tennis (hs) \$35; Repeat Driver's Ed \$55; Yearbook w/o literary mag. \$45; Yearbook w/literary mag. \$47.50; Yearbook w/CD \$47.50; DECA \$17; FBLA \$17; FCCLA \$19; FFA \$17; HOSA \$20; Skills USA \$18; TSA \$18. REMOVED: CD/Audio yearbook \$20 and Pep Club Uniform \$150. Changed date for yearbook late fee from 10/1 to 11/1.

Revised: April 8, 2008 - Fee Schedule: Transportation Fee - Per Activity for UHSAA sanctioned activities only in high school \$20; Transportation Fee - Per Activity for corresponding activities sanctioned at high school level by the UHSAA in junior high \$10; Increased drivers education fee from \$70 to \$75; Increased tuition for nonresident out of state students and foreign students to \$6,300.

Revised: February 3, 2009 - Added section on accounting of vending machine used by students. Updated school accounting procedures to take into account changes in the District procedures which removed the ability of schools to issue checks.

Reviewed: April 14, 2009 - Board of Education made no changes in the School Fee Schedule.

Revised: May 18, 2010 - Computer equipment fee \$14; JH yearbook \$21; 7th/8th art fee \$10; 9th and HS art fee \$15; Debate and Forensics \$50; Instrument rental \$95; JR athletic fee \$55; HS athletic fee \$65; Performing arts \$50; FFA \$19; Officer Sweaters \$200 JH & HS; Added performing dance group uniform HS \$200.

Revised: May 3, 2011 - JR Schedule added \$15 fee for Foods I and a fee for those using an Online Writing Program MyAccess

6F-101 School Fees, Fee Waivers and Provisions in Lieu of a Fee Waiver

\$7.50 or Utah Write \$5.50. HS Schedule added \$15 fee for Foods I and Foods II; added \$20 for CNA; reduced photography fee to \$10. For those using Online Writing Programs added MyAccess \$7.50 or Utah Write \$5.50. Changed travel cost per pupil to \$800. By consent updated language to comply with changes in administrative rule. Student eligibility for free lunch is no longer a criterion for eligibility for fee waivers.

Revised: May 1, 2012 – JR Schedule added 7th/8th grade lab fee \$5, \$12 CTE Intro Fee, FACS Exploration A/B(ea) \$10, Off-Campus Curricular Experience \$3-\$25; HS Schedule added Biotechnology Lab Fee \$30, Off-Campus Curricular Experience \$5-\$30, removed junior varsity cheerleader uniform fee. Made revisions consistent with changes in State law and rule. HB62 allows elementary school teachers to provide to a student's parent a suggested list of supplies for use during the regular school day. Requires list to include specified language explaining that the supplies may be brought from home on a voluntary basis; otherwise, they will be furnished by the school. HB180 modifies the Utah Workforce Services Code by changing references to federal food stamps to SNAP (Supplemental Nutrition Assistance Program).

Revised: April 16, 2013 – JR Schedule increased computer equipment fee from \$14 to \$15; increased 7th/8th grade Lab fee from \$5 to \$10; Cheerleading combined into one total of \$875 (not an increase). HS Schedule increased computer equipment fee from \$14 to \$15; increased drivers' education fee from \$75 to \$80; increased athletic fee from \$65 to \$70 and added \$5 participation fee for student officers and drill team members to cover the costs associated with the random drug testing policy; Cheerleading combined into one total of \$955. This is a \$5 to cover the costs associated with the random drug testing policy.

Revised: April 15, 2014 – JR Schedule increased Davis County Youth Symphony from \$100 to \$115. HS Schedule increased Davis County Youth Symphony from \$100 to \$115; Drill Team combined into one total of \$900 (increase of \$50). This total includes uniform; off-campus clinic; on-campus clinic. Community School and Other Miscellaneous Fee Schedule. Added PAL & Spectrum Assessment for private school student, charter school students, and home school students.

Revised: April 15, 2015 – JR Schedule increase locker fee \$2.50 to \$5.00, increase yearbook \$21.00 to \$24.00, added yearbook late fee \$5.00 if purchased after November 1, CTSO participation fees all \$20.00, added Canvas Learning Management System fee \$10.00, removed Excel Classes fee, Utah Write, and Online Writing-MyAccess. HS Schedule increase high school yearbook without Literary Magazine \$45.00 to \$50.00 with Literary Magazine or CD \$47.50 to \$52.50. CTSO participation fees all \$20.00, added Canvas Learning Management System fee \$10.00, removed Excel Classes fee, Utah Write, and Online Writing-MyAccess.

Revised: April 20, 2016: HS and JR added \$4.50 Canvas Learning Management fee to the Basic Registration fee; Increased Davis County Youth Symphony from \$115 to \$190; Added Science Olympiad Team \$25; HS added Early Childhood Education Screening \$15 or \$34.75; JR increased Athletic Fee from \$55 to \$60.

Revised: February 7, 2017 (by consent) – Added directive on the appropriate use of the District's tax exempt status number.

Revised: June 6, 2017 (by consent) – Updated to comply with changes in State Law. HB135 Deposit of Public Funds and HB92 defacing or damaging school property.

Revised: April 17, 2018 - Stylistic changes to conform with changes in R277-407 School Fees. HS Schedule Athletic fee combined into one total \$700. Dances and Stomps increased up to \$25. Removed locker fee from basic fees; moved to Others increased to \$5. Added Davis County All Star Jazz Band \$200. Cheerleading increased \$1,000. Drill Team increased \$1,000. JR Schedule Athletic fees gathered under one heading. Added Davis County All Star Jazz Band \$200. Increased FACS \$15. Increased Food I \$20. Increased Advanced Art \$20.

Revised: May 7, 2019 – Elementary Schedule increased Excel classes to max of \$50; HS Schedule increased lab fee \$15, added Dance under Performing Arts. JR Schedule removed \$5 planner from basic fees, Lab Fee \$15, Theater Performing Arts \$30, Transportation Fee \$10, increased music group uniform to \$100; added P.E. uniform \$10, added activity apparel \$10, increased athletic participation to \$70 except track and field decreased to \$50, increased NAL \$32, increased science Olympiad \$30.

Revised: October 1, 2019 - Reorganized policy. As part of the reorganization, created 2 policies 6F-101 and 6F-102 School Collections and Account Procedures for Student Fees and Other Funds. Added definitions; made revisions in service in lieu of fees; added language of an April 1st deadline and 2 public comment opportunities for fee schedule approval; added language on charges for noncurricular clubs. Also included language on future requirements that will need to be addressed.

Revised: March 3, 2020 – Reorganized fee schedules to include a spend plan, a maximum fee amount per student for each activity, and a maximum total aggregate fee amount per student per school year (\$3,500). HS fee schedule increased CTE Lab Fee to \$30; removed Foods, Health Science, and Biotechnology lab fees (all fit under CTE); added Performing Arts Participation Fee \$70; added Debate and Forensics Participation Fee \$50; increase elective activity transportation fee to \$5. JR fee schedule increased CTE Lab Fee to \$20; removed Foods Lab Fee (fits under CTE); added Performing Arts Participation Fee \$35; changed Science Olympiad Competition Participation Fee to STEM and increased to \$60; increased activity apparel to \$50; added elective activity transportation fee of \$5.