

Policy 500.22 – School Fees

POLICY NUMBER:

500.22

ADOPTED:

5.21.2019

Board Policy

1. The Board of Education recognizes the value of school-sponsored student activities, courses, and programs during and outside of the regular school day to complement student academic growth, to allow students to build positive relationship with peers, and offer learning opportunities for individual students and groups. The Board of Education is willing to charge fees to offer the activities, courses, and programs for students consistent with its statutory authority and consistent with state law and Utah State Board of Education (USBE) rule.
2. The Board of Education also recognizes the need: (1) to establish an orderly system of reasonable fees; (2) to provide adequate notice to student and families of fee and fee waiver requirements; (3) and to prohibit practices that would exclude those unable to pay from participation in school-sponsored activities; or create a burden on a student or family as to have a detrimental impact on participation in accordance with Utah State Board of Education (USBE) rule and state law.
3. The Board of Education further recognizes the need to preserve equal opportunity for all students and limit diversion of money and school staff resources from the basic school program, and fee policies shall be designed to limit student expenditure for school-sponsored activities, including expenditures for activities, uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state or national.
4. The Board of Education will annually approve a District-wide fee schedule for high school and middle school in a public Board meeting.
5. The Board of Education expects District and school administrators and employees to treat students and parents/legal guardians with dignity and respect in the process of fee payments and waiver of fee payments and to exercise diligent efforts so 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.

6. The Board authorizes the Superintendent and District Administration for establishing administrative regulations consistent with this policy, subject to review and approval by the Board.

ADMINISTRATIVE REGULATION:

500.22-1

APPROVED:

5.21.2019

Definitions - 500.22-1

For purposes of this policy, the following definitions apply:

1. "Co-curricular activity": means an activity, a course, or a program, that is conducted outside of regular school hours, that is provided, sponsored, or supported by the District, and includes a required regular school day activity, course, or program.
2. "Curricular activity": means an activity, a course, or a program that is provided, sponsored or supported by the District and conducted only during school hours.
3. "Extracurricular activity": means an activity, a course, or a program that is not directly related to delivering instruction, not a curricular or co-curricular activity, and is provided, sponsored, or supported by the District. "Extracurricular activity" does not include a noncurricular club.
4. "Fee": means a charge, expense, deposit, rental, or payment:
 1. (1) regardless of how the charge, expense, deposit, rental, or payment is termed, described, requested, or required directly or indirectly; (2) in the form of money, goods, or services; and (3) that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by the District.
 2. "Fee" includes: (1) money or something of monetary value raised by a student or the student's family through fundraising; (2) charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges; (3) payments made to a third party that provides a part of a school activity, class, or program; (4) charges or expenditures for classroom: (A) textbooks; (B) supplies; or (C) materials; (5) charges or expenditures for school activity clothing; and (6) a fine other than a fine described in 4.3 below.
 3. "Fee" does not include:
 1. A student fine specifically approved by the District for:
 1. (1) failing to return school property;
 2. (2) losing, wasting, or damaging school property through intentional, careless, or irresponsible behavior; or

3. (3) improper use of school property, including a parking violation;
2. a payment for school breakfast or lunch;
3. a deposit that is:
 1. a pledge securing the return of school property; and
 2. refunded upon the return of school property; or
4. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program.
5. "Non-waivable charge": means a cost, payment, or expenditure that:
 - is a personal discretionary charge or purchase, including:
 1. a charge for insurance, unless the insurance is required for a student to participate in an activity, class, or program;
 2. a charge for college credit related to the successful completion of:
 1. a concurrent enrollment class; or an advanced placement examination; or
 2. except when requested or required by the District, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or seater, or other similar item;
 - 3. is subject to sales tax as described by the Utah State Tax Commission Publication 35, Sales Tax Information for Public and Private Elementary or Secondary Schools; or
 - 4. by Utah Code, federal law, or Board Rule is designated not to be a fee including: a school uniform; school lunch; or a charge for a replacement for damaged or lost school equipment or supplies.
6. "Provided, sponsored, or supported by a school": means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
7. "Provision in lieu of fee waiver": means an alternative to fee payment or waiver of fee payment. It does not include a plan under which fees are paid installments or under some other delayed payment arrangement.
8. "School activity clothing:" means special shoes or items of clothing:
 1. that meet specific requirements, including requesting a specific color, style, fabric, or imprint; and that a school requires a student to provide; and
 2. is worn by the student for a co-curricular or extracurricular activity. "School activity clothing:" does not include a school uniform.
9. "School uniform": means special shoes or items of clothing:
 1. that meet specific requirements, including requesting a specific color, style, fabric, or imprint; and that a school requires a student to provide; and

2. is worn by a student for a curricular activity. "School uniform" does not include school activity clothing.
10. "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 probability of regular use in other than school-sponsored activities.
1. Student supplies include: pencils, paper, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal consumable items over which a student retains ownership.
11. "Temporary Assistance for Needy Families" or "TANF": means a program, formerly known as AFDC, which provides monthly cash assistance and food stamps to low-income families with children under age 18 through the Utah Department of Workforce Services.
12. "Textbook": means instructional material necessary for participation in a course or program, regardless of the format or the material.
13. "Waiver": means a full or partial release from a requirement to pay a fee and from any provision in lieu of fee payment.

ADMINISTRATIVE REGULATION:

500.22-2

APPROVED:

5.21.2019

Fee Schedule-Approval and Notice of Student Fees and Waiver - 500.22-2

1. The Board of Education shall annually adopt a fee schedule, and provide the fee schedule to each student and parent.
 1. Before approving the fee schedule, the Board shall:
 1. provide at least two opportunities for the public to comment on the proposed fee schedule;
 2. encourage public participation in the development of the fee schedule; and
 3. approve the fee schedule in a regularly scheduled public meeting.
 4. The notice provided to parents and students of the two opportunities to provide public comments shall use the same form of communication regularly used by the District to communicate with parents, including notice by e-mail, text, flyer, or phone call.
 5. Minutes of meetings shall be kept during which fee and waiver policies are developed and adopted, together with copies of approved policies, in

accordance with §52-4-203.

2. The Board will establish a per student annual maximum fee amount that the District may charge for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year.
3. The Board shall establish:
 1. A maximum fee amount per student for each activity;
 2. A maximum total aggregate fee amount per student per school year;
 3. The amount of revenue raised by a student through an individual fundraiser shall be included as a part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
 4. As part of the fee setting process, the Board may review and consider the following: cost to provide the activity, class, or program; student enrollment; the number of and monetary amount fee waivers annually granted within the prior three years; historical participation and school interest in certain activities; the prior year fee schedule; the amount of revenue collected from each fee in prior years; fund-raising capacity; prior year community donors; and other resources available, including through donations and fundraising.
2. The fee schedule shall include:
 1. a specific amount for each fee on the fee schedule;
 2. If a student is responsible for multiple fees related to one activity, class, or program, a clear and easy to understand delineation of each fee and the fee total for each activity, class or program;
 3. The District's fee waiver policy, including a statement informing a parent that a student:
 1. may be eligible to have one or more fees waived; and
 2. may appeal the District's decision if the District denies a request for fee waiver; and
 4. a corresponding spending plan for each fee.
3. The District shall publish the fee schedule on the District's school website and include a copy of the District's fee schedule with registration materials.
 1. Provide a copy of the fee schedule and waiver policies to a student's parent who enrolls a student after the initial enrollment period.
 2. If a District's student or parent population in a single language other than English exceeds 20%, the District shall also publish the fee schedule and fee waiver policies in the language of those families.

3. A District representative shall meet personally with each student's parent or family and make available an interpreter for the parent to understand the District's waiver schedules and policies if the student or parent's first language is a language other than English; and the District hasn't published the District fee schedule and fee waiver policies in the parent's language.

ADMINISTRATIVE REGULATION:

500.22-3

APPROVED:

5.21.2019

Classes and Activities During the Regular School Day - 500.22-3

1. No fee may be charged in kindergarten through grade six for: (1) materials; (2) textbooks; (3) supplies; or (4) any class or regular school day activity, including assemblies and field trips.
 1. Exception: A school may charge a fee for a student in grade six if the student attends a school that includes any of grades 7-12. A school that provides instruction to students in grades other than grades six through 12 may not charge fees for grade six unless the school follows a secondary model of delivering instruction to the school's grade six students.
 2. Exception: An elementary or elementary school teacher may provide to a student's parent or legal guardian a suggest list of student supplies for use during the regular school day so that a parent or guardian may furnish, on a voluntary basis, student supplies for student use, provided that, in accordance with state law (§53G-7-503) the following notice is provided with the list:
"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."
2. A school may charge a fee in connection with any 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 if the fee is approved in accordance with USBE rule and District policy.
3. All fees are subject to the fee waiver provisions of this policy.
4. In project related courses, projects required for course completion shall be free for all students.
5. A school may require a secondary student to provide student supplies, subject to provisions of R277-407 (8).
6. A school may require a student at any grade level 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.

ADMINISTRATIVE REGULATION:

500.22-4

APPROVED:

5.21.2019

Classes and Activities During the Regular School Day - 500.22-4

1. A school may charge a fee, subject to the provisions of USBE rule R277-407 (8), in connection with any school-sponsored activity, that does not take place during the regular school day, regardless of the age or grade level of the student, if 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.
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 of Education.
3. A school may collect a fee for an activity, class, or program provided, sponsored, or supported by a school consistent with USBE rule and state law.
4. Activities, classes, or program outside of the regular school day provided, sponsored or supported by the District are subject to the regulations of USBE rule and this policy regardless of the time or season of the activity, class, or program.

ADMINISTRATIVE REGULATION:

500.22-5

APPROVED:

5.21.2019

Fee-Waivable Activities, Classes, or Programs, Sponsored, or Supported by a School - 500.22-5

1. Fees for the following are waivable:
 1. an activity, class, or program that is primarily intended to serve school-age children; and taught or administrated, more than inconsequentially, by a school employee as part of the employee's assignment;
 2. an activity, class, or program that is explicitly or implicitly required:
 1. as a condition to receive a higher grade, or for successful completion of a school class or 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

2. as a condition to participate in a school activity, class, program, or team, including, a requirement for a student to participate in summer camp or clinic for students who seek to participate on a school team, such as cheerleading, football, soccer, dance, or another team;
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;
4. an activity program where full participation in the activity or program includes:
 1. travel for state or national education experiences or competitions;
 2. debate camps or competitions; or
 3. music camps or competitions; and
 4. a concurrent enrollment, CTE, or AP course.

ADMINISTRATIVE REGULATION:

500.22-6

APPROVED:

5.21.2019

Donations in Lieu of Fees; Service in Lieu of Fees - 500.22-6**Donations in Lieu of Fees:**

1. A school may not request or accept a donation in lieu of a fee from a student or parent unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by the District and receipt of the donation will not affect participation by an individual student.
2. A donation is a fee if a student or parent is required to make the donation as a condition to the student's participation in an activity, class, or program.
3. The District may solicit and accept a donation or contribution in accordance with the District's policies, but all such requests must clearly state that donations and contributions by a student or parent are voluntary.
4. If the District solicits donations, the District shall:
 1. solicit and handle donations in accordance with policies established by the District;
 2. may not place any undue burden on a student or family in relation to a donation.
5. The District may raise money to offset the cost to the District attributed to fee waivers granted to students through the District's foundation.

6. The District shall direct donations provided to the District through the District's foundation in accordance with the District's policies governing the foundation.
7. A District may not accept a donation that would create a significant inequity among the schools within the District.

Service in Lieu of Fees – Voluntary Requests for Installment Plans:

1. The District allows a student to perform community service in lieu of a fee, but community service in lieu of a fee may not be required.
2. A student may perform community service in lieu of a fee if the service assignment is appropriate to the:
 1. age of the student;
 2. physical condition of the student; and
 3. maturity of the student.
3. The District's community service policy must be consistent with state and federal laws including:
 1. Utah Code §53G-7-504, Waivers of fees;
 2. the Federal Fair Labor Standards Act, 29 U.S.C. §201;
 3. the community service can be performed within a reasonable period of time; and
 4. the service is at least equal to the minimum wage for each hour of service.
4. A student who performs community service may not be treated differently than other students who pay a fee.
5. The community service may not create an unreasonable burden for a student or parent and may not be of such a nature as to demean or stigmatize the student.
6. The District shall transfer a student's community service credit to:
 1. another school within the District; or
 2. another District upon request of the student.
7. The District allows an installment payment plan available to a parent or student to pay for a fee. The installment payment plan may not be instigated by the school but must be voluntarily requested by the student or parent.
8. The District that charges fees shall adopt policies that include at least the following:
 1. The process for obtaining waivers or pursuing alternatives that is administered fairly, objectively, and without delay, and avoids stigma and unreasonable burdens on students and families;
 2. A process with no visible indicators that could lead to identification of fee waiver applicants;
 3. A process that complies with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g (FERPA);

9. A student may not collect fees or assist in the fee waiver approval process;
10. A standard written decision and appeal form is provided to every applicant; and during an appeal the requirement that the fee be paid is suspended.

ADMINISTRATIVE REGULATION:

500.22-7

APPROVED:

5.21.2019

Fee Waivers - 500.22-7

1. All fees are subject to waiver.
2. Fee waivers are effective from the date applied. Fee waivers are not retroactive, unless an exception is granted by the Principal and District Administration for the current school year.
3. Fees charged for an activity, class, or program held outside of the regular school day, during the summer, or outside of the District's regular school year are subject to waiver.
4. Non-waivable charges are not subject to waiver.
5. The District may notify schools and families that the student and families may voluntarily pay an increased fee amount or provide a donation to cover costs of other students and families.
6. The District shall distribute the impact of fee waivers across the District so that no school carries a disproportionate share of the District's total fee waiver burden.
7. The District will provide for adequate waivers or other provisions in lieu of fee 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.
8. The District will designate at least one (1) person at an appropriate administrative level in each school to review and grant fee waiver requests.
9. The District will administer the process for obtaining a fee waiver or pursuing an alternative fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
10. The District may not treat a student receiving a fee waiver or provision in lieu of a fee waiver differently from other students.
11. A school may not identify a student on fee waiver to students, staff members, or other persons who do not need to know.
12. The District shall ensure that a fee waiver or other provision in lieu of fee waiver is available to any student whose parent is unable to pay a fee.
13. A school or District administrator shall verify fee waivers consistent with this policy and USBE rule.

14. The District shall submit school fee compliance forms to the Superintendent for each school that affirms compliance with the permanent injunction, consistent with Doe v. Utah State Board of Education, Civil No. 920903376 (3rd District 1994).
15. Fee Waiver Appeal:
 1. The denial of a fee waiver application may be appealed to the District for review by a District Fee Waiver Appeal Panel within ten (10) business days following the decision to deny a fee waiver application. During the appeal process, any requirement that the student pay a fee is suspended during the period for which the student's eligibility for fee waiver is under consideration.
 2. The District Fee Waiver Appeal Panel will be comprised of one (1) representative from each of the Departments of Legal Services, School Performance, and Accounting. The District Fee Waiver Appeal Panel will review the appeal and render a decision within twenty (20) business days.
16. The District may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
 1. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school;
 2. refuse to issue a course grade; or withhold official student records, including written or electronic grade reports, diplomas or transcripts.

ADMINISTRATIVE REGULATION:

500.22-8

APPROVED:

5.21.2019

Fee Waiver Eligibility - 500.22-8

1. A student is eligible for fee waiver if the District receives verification that:
 1. based on family income, the student qualifies for free school lunch under UnitedStates Department of Agriculture child nutrition program regulations;
 2. the student to whom the fee applies receives Social Security Income for children with disabilities (SSI);
 3. the family receives TANF funding;
 4. the student is in foster care through the Division of Child and Family Services;
 - or
 5. the student is in state custody.
2. In lieu of income verification, the District may require alternative verification under the following circumstances:

1. If a student's family receives TANF, the District may require a letter of decision covering the period for which a fee waiver is sought from the Utah Department of Workforce Services;
 2. If a student receives SSI, the District may require a benefit verification letter from the Social Security Administration;
 3. If a student is in state custody or foster care, the District may rely on 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.
 4. The District may not subject a family to unreasonable demands for re-qualification.
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3. 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 Subsection (1), but who, because of extenuating circumstances is not reasonably capable of paying the fee.
 4. The District 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.

ADMINISTRATIVE REGULATION:

500.22-9

APPROVED:

5.21.2019

Fees for Textbooks - 500.22-9

1. Beginning with the 2022-23 school year, the District may not charge a fee for:
 1. a textbook as provided in §53G-7-603, except for a textbook used for a concurrent enrollment or advanced placement course; or
 2. a remediation course, if, as described in §53G-7-504 (1)(b):
 1. the student or the student's parent is financially unable to pay the fee;
 2. the fee for remediation would constitute an extreme financial hardship on the student or student's parent; or
 3. the student has suffered a long-term illness, death in the family, or other major emergency.
2. The District may charge a fee for a textbook used for a concurrent enrollment or advanced placement course.
3. A fee for a textbook used for a concurrent enrollment or is fee waivable as described in Section R277-407-8.

Exhibits

- Policy 500.22 Exhibit 1 – Fee Waiver Application
- Policy 500.22 Exhibit 2 – High School Fee Schedule
- Policy 500.22 Exhibit 3 – Middle School Fee Schedule
- Policy 500.22 Exhibit 4 – Elementary School Fee Schedule

References

- Utah Code §53G-7-501, et seq.

Forms

None

Document History

Revised – 5.21.2019. Policy – 500.22 – School Fees was revised to align with state law regarding school fees. (See, Utah Code 53G-7-501, et seq.; R277- 407). The policy includes a new definition for “fee” and other related terms, as well as statutory requirements for fee schedule approval and notice of student fees and waiver, including:

- notice requirements for two opportunities for public input and comment on the proposed fee schedule;
- notice must be provided using the same form of communication regularly used by the District to communicate with parents, including notice by e-mail, text, flyer, or phone call;
- fee schedule must be adopted in a regularly scheduled public meeting;
- a maximum fee amount per student for each activity; o a total aggregate fee amount per student; and o publication requirements for the fee schedule on the District’s website.
- guidance for charging of fees for classes and activities during the regular school day and school activities outside of the regular school day;
- fee waivable activities, classes, or programs sponsored or supported by a school; – fee waivers and fee eligibility;
- donations and service in lieu of fees;
- textbook fees

Adopted – 9.18.2012.

This online presentation is an electronic representation of the Canyons School District's currently adopted policy manual. It does not reflect updating activities in progress. The official, authoritative manual is available for inspection in the office of the Superintendent located at 9361 South 300 East Sandy, UT 84070.