

## 3503 School Fees

### 1. Purpose

The Maeser governing board adopts this policy to provide for the orderly establishment and management of a system of reasonable fees; to provide adequate notice to families of fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; 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 that would have a detrimental impact on participation.

### 2. Definitions

- a. Definitions applicable to this policy are intended to be consistent with Utah Administrative Code ("UAC") R277-407 or its successor provision(s). In the case of a discrepancy, the UAC shall prevail.
- b. "Co-curricular activity" means an activity, course, or program, outside of school hours, that also includes a required regular school day program or curriculum.
- c. "Curricular activity" means an activity, a course, or a program that is:
  - i. provided, sponsored, or supported by Maeser; and
  - ii. conducted only during school hours.
- d. "Extra-curricular activity" means an activity or program for students, outside of the regular school day, that:
  - i. is sponsored, recognized, or sanctioned by Maeser; and
  - ii. supplements or complements, but is not part of, Maeser's required program or regular curriculum.
- e. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to:
  - i. provide financial support to a school or any of the school's classes, groups, teams, or programs; or
  - ii. benefit a particular charity or for other charitable purposes.
- f. "Fundraiser," "fundraising," or "fundraising activity" may include:
  - i. the sale of goods or services;
  - ii. the solicitation of monetary contributions from individuals or businesses;or
  - iii. other lawful means or methods that use students to generate funds.
- g. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- h. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the mutual benefit of the group, team, or organization.
- i. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.

- j. "Noncurricular " has the same meaning as defined in Utah Code Annotated § 53G-7-701 or its successor provision(s).
- k. "Parent" means a student's parent, legal guardian, or other appropriately designated legal representative.
- l. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, camp, clinic, or other event that:
  - i. is authorized by Maeser, according to Maeser board policy; or
  - ii. satisfies at least one of the following conditions:
    - 1. the activity, class, program, fundraiser, camp, clinic, or other event is managed or supervised by a Maeser employee;
    - 2. the activity, class, program, fundraiser, camp, clinic, or other event uses, more than inconsequentially, Maeser's facilities, equipment, or other school resources; or
    - 3. the activity, class, program, fund-raising event, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including Maeser's activity funds or minimum school program dollars.
- m. "Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular activity as described in Utah Code Annotated §53G-7-704 or its successor provision(s).
- n. "Regular school day" has the same meaning as the term "school day" described in UAC R277-419-2 or its successor provision(s) .
- o. "Requested or required by Maeser as a condition to a student's participation" means something of monetary value that is implied or explicitly mandated or necessary for a student, parent, or family to provide so that a student may:
  - i. fully participate in school or in a school activity, class, or program;
  - ii. successfully complete a school class for the highest grade; or
  - iii. avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by:
    - 1. peer pressure, shaming, stigmatizing, bullying, or the like; or
    - 2. withholding or curtailing any privilege that is otherwise provided to any other student.
- p. "Something of monetary value" means a charge, expense, deposit, rental, fine, or payment, regardless of how the payment is termed, described, requested or required directly or indirectly, in the form of money, goods or services.
- q. "Something of monetary value" includes:
  - i. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - ii. payments made to a third party that provide a part of a school activity, class, or program;
  - iii. classroom supplies or materials; and
  - iv. a fine, except for a student fine specifically approved by Maeser for:
    - 1. failing to return school property;

2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior; or
      3. improper use of school property, including a parking violation.
    - r. "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.
    - s. "Student supplies" include:
      - i. pencils;
      - ii. paper;
      - iii. notebooks;
      - iv. crayons;
      - v. scissors;
      - vi. basic clothing for healthy lifestyle classes; and
      - vii. similar personal or consumable items over which a student retains ownership.
    - t. "Student supplies" does not include items listed above if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint in order to create a uniform appearance not related to basic function.
3. Policy
  - a. Neither Maeser, nor a Maeser official, nor a Maeser employee may charge or assess a fee or request or require something of monetary value as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school including for a co-curricular or extra-curricular activity, unless the fee has been approved by and included in the Maeser fee schedule.
  - b. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, Maeser shall, to the extent consistent with Maeser's Charter, limit student expenditures for school-sponsored activities, including expenditures for uniforms, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
  - c. Maeser shall provide notice to a parent of each student attending the school of all current fee schedules and the opportunity for fee waivers prior to the student being registered for a course, activity, or program to enable that person and student to make an informed decision prior to committing to the student's enrollment or participation.
  - d. Maeser shall 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.
  - e. Maeser may only collect a fee for an activity, class, or program provided, sponsored, or supported by Maeser consistent with board policies and state law.
4. Establishing a Fee Schedule

- a. "Fee" means a charge, expense, deposit, rental, or payment:
  - i. regardless of how it is termed, described, requested, or required directly or indirectly;
  - ii. in the form of money, goods, or services; and
  - iii. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by Maeser.
- b. "Fee" includes:
  - i. money or something of monetary value raised by a student or the student's family through fundraising;
  - ii. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
  - iii. payments made to a third party that provides a part of a school activity, class, or program;
  - iv. charges or expenditures for classroom:
    - 1. textbooks;
    - 2. supplies; or
    - 3. materials;
  - v. charges or expenditures for school activity clothing; and
  - vi. a fine, other than a fine identified in the subsection below.
- c. "Fee" does not include:
  - i. a student fine specifically approved by the Board for:
    - 1. failing to return school property;
    - 2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Utah Code Annotated § 53G-8-212 or its successor provision(s);  
or
    - 3. improper use of school property, including a parking violation;
  - ii. a payment for school breakfast or lunch;
  - iii. a deposit that is:
    - 1. a pledge securing the return of school property that is refunded upon the return of the school property; or
    - 2. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program
- d. Fee Setting Process
  - i. The school administration, in consultation with stakeholders, will develop a proposed fee schedule and policies to submit to the Board.
- e. Board Approval of Fee Schedules and Policies.
  - i. The Board shall annually review the provisions of this policy.
  - ii. The Maeser Board shall adopt annual fee schedules and policies for each upcoming academic year on or before April 1<sup>st</sup> of the preceding academic year in a regularly scheduled public meeting of the Board.

- iii. The Board may not delegate responsibility for adopting the annual fee schedule to a community council, staff member, or any other advisory committee or group.
  - iv. Before adopting the annual fee schedule, the Board shall encourage public participation in the process and shall provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
  - v. The Board shall provide notice of the meetings:
    - 1. to the public in accordance with the Utah Open and Public Meetings Act; and
    - 2. to parents and students using the same form of communication regularly used by Maeser to communicate with parents, including notice by email, text, or phone call.
  - vi. 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 as required by Utah Code Annotated §52-4-203 or its successor provision(s).
  - vii. The Board may adopt amended fee schedules after the April 1<sup>st</sup> date following the same approval process used for the original fee schedule.
- f. Fee Schedule Requirements
- i. The Board's adopted fee schedule shall include:
    - 1. a specific amount for each fee;
    - 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. Beginning with the 2020-2021 school year:
      - a. a per student annual maximum aggregate fee amount that the school may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by a school for the year;
      - b. a maximum fee amount per student for each activity;
      - 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. The fee's corresponding spend plan shall include a list or description of anticipated types of expenditures, for the current fiscal year or as carryover for use in a future fiscal year, funded by the fee charged.
  - ii. Beginning with the 2020-2021 school year, students and parents who do not qualify for fee waivers shall not be required to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers.

1. In calculating the expense incurred by Maeser in relation to an individual student, the cost of providing fee waivers to fee waiver eligible students may not be considered..
    2. Maeser may at its sole option notify students and families that they may voluntarily pay an increased fee amount or provide a donation to assist in covering the costs of other students and families.
  - iii. Beginning with the 2021-2022 school year, a fee shall be equal to or less than the expense incurred by Maeser to provide for a student activity, course, or program.
    1. Maeser may not charge an additional fee, nor may it increase any existing fee, to supplant or subsidize another fee.
    2. 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. The actual amount charged may be less.
5. Fees for Classes and Activities during the Regular School Day
  - a. Fees may be charged 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 if the fee is on the Board-approved fee schedule.
  - b. All fees are subject to the fee waiver provisions of this policy.
  - c. 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 must be approved by and appear on the Board fee schedule and shall be subject to the fee waiver provisions of this policy.
  - d. A school may require a secondary student to provide student supplies as defined in this policy.
  - e. 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.
  - f. Beginning in the 2022-2023 school year Maeser will not charge a fee for:
    - i. a textbook. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
      1. "Textbook" means instructional material necessary for participation in a course or program, regardless of the format of the material including:
        - a. books, printed materials, and consumable workbooks;

- b. computer hardware, software, or digital content; and
- c. cost of maintenance and replacement as a result of normal use.

2. "Textbook" does not include instructional equipment.

- g. Remedial courses and credit recovery fees are subject to all school fee requirements.
  - i. These fees shall be placed on Maeser's fee schedule and are subject to fee waivers. Additionally, beginning with the 2022-23 school year, any instructional material provided for a student to complete a remedial course or credit recovery, is considered a textbook and therefore shall be provided free of charge.
  - h. Maeser may charge a fee for instructional equipment subject to fee waivers.
    - i. "Instructional equipment" means equipment or supplies required for a student to use as part of a secondary course that become the property of the student upon exiting the course.
    - ii. "Instructional equipment" includes course-related tools or instruments.
  - i. Maeser may charge students its actual pro-rata cost to access software, digital content, or other instructional materials that are required as part of an activity, course or program. These fees are subject to fee waiver.
- 6. Project-Related Courses
  - a. In project-related courses, projects required for course completion shall be included in the approved course fee and be waivable for secondary students.
  - b. Maeser may require a student at any grade level to provide materials or pay for an additional discretionary project if the student chooses and the course teacher approves a project in lieu of, or in addition to, a required classroom project. The additional costs for the alternate project are not subject to fee waiver.
  - c. Maeser 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 complete a similar high cost project.
  - d. Neither Maeser nor any Maeser employee may require a student to select an additional project as a condition to enrolling, completing, or receiving the highest possible grade for a course.
- 7. School Activities Outside the Regular School Day
  - a. Maeser may charge fees 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:
    - i. participation in the activity is voluntary;
    - ii. the fee is on the Board approved fee schedule;
    - iii. the amount collected from the student is equal to or less than the maximum fee amount on the approved fee schedule;
    - iv. the fee revenue is collected in compliance with Maeser financial policies;
    - v. fee revenue is expended in compliance with the spend plan;
    - vi. the fee is subject to the fee waiver requirements; and

- b. If Maeser provides, sponsors, or supports an activity, class, or program outside of the regular school day or school calendar, it is subject to the provisions of this policy regardless of the time or season of the activity, class, or program.
- c. Maeser requires students not on fee waiver to pay for activities outside of the regular school day before participating in such activities.

#### 8. Notice to Parents

- a. Maeser shall annually publish the Board's approved fee schedule, including fee maximums, and fee waiver policies on the school's website in an easily accessible location.
- b. The parent of each student shall be provided a copy of the fee schedule, fee waiver policies, and the school fee documents required by UAC R277-407-6 annually in the school's registration materials and upon registration to the parent of a student who enrolls after the initial registration period.
- c. Upon request, Maeser shall provide printed copies of school fee schedules, waiver policies, and documents to a parent who cannot or will not access them through the Maeser website.
- d. If and when more than 20% of the student or parent population of Maeser uses a single language other than English as their first language, Maeser will publish the fee schedule and fee waiver policies in the language of those families.
- e. Maeser shall make arrangements for a Maeser representative to meet personally with each student's parent or family upon request and to make available an interpreter for the parent to understand the fee schedule and waiver policies when the student or parent's first language is a language other than English and Maeser has not published the information in the parent's first language.

#### 9. Fee Waivers

- a. General Fee Waiver Provisions
  - i. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee.
  - ii. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407 or its successor provision(s).
  - iii. Maeser is not required to waive a non-waivable charge.
  - iv. The processes for applying for a fee waiver, obtaining a fee waiver, and appealing the denial of a fee waiver shall be administered confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents.
  - v. A student receiving a fee waiver shall not be treated differently from other students, nor shall Maeser identify students receiving fee waivers to staff members, other students, or any other persons who do not need to know of the waiver.



- vi. Any requirement that a 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.
- b. Fee-Waiver-Eligible Charges
- i. Fees for the following are waivable regardless of whether they are held during the regular school day, during the regular school year, outside of the regular school day, outside of the regular school year, or during the summer:
    - 1. An activity, class, or program that is:
      - a. primarily intended to serve school-age children; and
      - b. taught or administered, 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:
      - a. 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
      - b. as a condition to participate in a school activity, class, program, or team, including, a requirement for a student 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.
    - 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. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by Maeser including:
      - a. athletic competitions;
      - b. music or theater program performances; and
      - c. parent teacher organization activities.
    - 5. An activity or program where full participation in the activity or program includes:
      - a. travel for state or national educational experiences or competitions;
      - b. debate camps or competitions; or
      - c. music camps or competitions.
    - 6. A concurrent enrollment, CTE, or AP course.
    - 7. Activity clothing required to be worn by a student when participating as a school group, or team such as matching jackets, hoodies, t-shirts or other like clothing.

8. Official curricular, co-curricular, and extra-curricular activity or team uniforms that are required for student participation.
9. The following official student uniform items (per individual fee waiver student, per year): one high school blazer or middle school sweater, one high school or middle school tie, one high school plaid skirt (girls), two polos, one PE shirt and one PE shorts. (Student must provide other uniform items according to the Maeser School Uniform Policy.)

c. Non-waivable Charges

- i. Nonwaivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
- ii. Non-waivable charges include a personal discretionary charge or purchase for:
  1. insurance, unless the insurance is required for a student to participate in an activity, class, or program;
  2. college credit related to the successful completion of a concurrent enrollment class or an advanced placement examination; and
  3. a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, school spirit item, or other similar item, except when requested or required by a school as a condition to a student's participation.
- iii. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are non-waivable charges including:
  1. tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees and I-20 form processing charges;
  2. a charge for an activity, class, or program that meets the criteria of a noncurricular club as described in Utah Code Annotated, Title 53G, Chapter 7, Part 7, Student Clubs or its successor provision(s);
  3. a charge for a school breakfast or lunch;
  4. a fine for improper use of school property, including a parking violation; or
  5. a fine for replacement of damaged or lost school property in accordance with Utah Code Ann. §53G-8-212 or its successor provision(s).

d. Fee Waiver Administrator

- i. The Executive Director shall designate at least one person at the appropriate administrative level to act as the "Fee Waiver Administrator." The designated individual shall:
  1. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and

2. work in an appropriate setting to facilitate confidential conversations and documents.
  - ii. The Fee Waiver Administrator shall be responsible to:
    1. review fee waiver applications and verification documents;
    2. grant or deny fee waiver requests;
    3. compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
    4. report fee waiver information.
  - iii. The Fee Waiver Administrator's contact information will be available on the school's website with other school fee information and in student registration materials.
  - iv. A student may not assist in the fee waiver approval process.
- e. Fee Waiver Application Process
  - i. Maeser shall use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
  - ii. The application for fee waiver shall be included on Maeser's website.
  - iii. The fee waiver request process shall have no visible indicators that could lead to identification of fee waiver applicants.
  - iv. A parent or student desiring to have one or more fees waived shall submit a completed fee waiver application and verification of eligibility to the Fee Waiver Administrator. Families with more than one student may submit one application per family.
  - v. Families seeking fee waivers must verify their eligibility on an annual basis.
- f. Fee Waiver Eligibility Verification
  - i. A student is eligible for and will be granted a fee waiver if the Fee Waiver Administrator receives a completed application and verification of one of the following from the student or parent:
    1. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of income statements, pay stubs, or tax returns:
      - a. these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/schoolfees](http://schools.utah.gov/schoolfees) on the fee waiver application form;
      - b. all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation and child support payments.
      - c. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.

- d. The student's family receives Temporary Assistance for Needy Families (TANF) 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.
        - e. The student 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.
  2. Maeser shall ensure that a fee waiver is available to any student whose parent is unable to pay.
    - a. A Fee Waiver Administrator 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.
    - b. An opportunity will be provided for those requesting a fee waiver under this standard to meet privately with the Fee Waiver Administrator to discuss their situation and potential eligibility for fee waiver.
    - c. Verification may be collected as appropriate for the situation.
- g. Notification of Eligibility
  - i. After reviewing the documentation provided by the student and the student's parent, the Fee Waiver Administrator will approve or deny the fee waiver request.
  - ii. Maeser will retain all documentation until one year following the student's graduation and/or departure from Maeser.
  - iii. The Fee Waiver Administrator shall maintain documentation of the following:
    1. The school year the request was submitted;
    2. The type and amount of fees requested to be waived;
    3. Whether the request was approved or denied;
    4. If approved, the type and amount of fees which were waived.
- h. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent using the standardized state board fee waiver decision and appeal form.
- i. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of the appeal process and appeal form.

- j. Appeal of Fee Waiver Denial
  - i. A student or the student's 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 Executive Director within [10] school days of receiving notice of denial.
  - ii. The school shall contact the parent within two (2) weeks after receiving the appeal and schedule a meeting with the director to discuss the parent's concerns.
  - iii. If after meeting with the Executive Director the waiver is still denied, the parent may appeal, in writing, within ten (10) school days of receiving notice of denial, to the Chief Administrative Officer of the board.

#### 10. Collection of School Fees

- a. A school may make an installment payment plan available to a parent or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.
- b. Maeser may charge a late fee of up to \$15 per quarter in connection with any fee balance that remains unpaid after its due date. Maeser will timely and effectively communicate due dates to students, parents, and other stakeholders; however, the individual student and family are ultimately responsible for knowing when Maeser fees are due.
- c. A student may not collect or receive student fees from other students or parents.
- d. Maeser may pursue reasonable methods for collecting student fees, but may not, as a result of unpaid fees:
  - i. exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by a school or Maeser during the regular school day;
  - ii. refuse to issue a course grade; or
  - iii. deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.
- e. Maeser may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.
- f. Maeser may not charge for duplicating, mailing, or transmitting copies of school records to a school in which a former student is enrolled or intends to enroll.
- g. If Maeser property has been lost or willfully cut, defaced, or otherwise damaged, the school may withhold the issuance of an official written grade report, diploma, or transcript of the student responsible for the damage or loss until the student or the student's parent has paid for the damages in accordance with Utah Code Annotated §53G-8-212(2)(a) or its successor provision(s).
- h. Notwithstanding Subsection D, a school may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

#### 11. Fundraising

- a. Pursuant to state law requiring every Local Education Agency to establish a fundraising policy (see R277-407-10(1) and R277-113), any fundraising activity must be approved and conducted in accordance with this Maeser Fundraising Policy.
  - i. Maeser may not authorize, establish, or allow for required individual fundraising.
  - ii. Maeser may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
  - iii. Maeser may allow for group fundraisers.
- b. Maeser shall not deny a student membership in or participation on a team or group or in an activity based on the student's non-participation in a fundraiser.
- c. Any attempt to use alternative methods of raising revenue must comply with this Maeser Fundraising Policy and UAC R277-113.

## 12. Donations in Lieu of Fees

- a. Maeser 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 Maeser and receipt of the donation will not affect participation by an individual student.
- b. 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.
- c. School-level actions to solicit or accept a donation or contribution must be in compliance with all Board policies, must clearly state that donations and contributions by a student or parent are voluntary, and may not place any undue burden on a student or family.
- d. Maeser may raise money to offset the cost attributed to fee waivers granted to students.

## 13. School Reporting Requirements

- a. The Executive Director and Maeser Board Chair shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy.
- b. The Executive Director shall submit a Certification of Compliance annually affirming compliance with the provisions of this policy and submit the following forms:
  - i. Student Fee Schedule with Spend Plan
  - ii. School Fee Policy
  - iii. School Fee Waiver Policy
  - iv. Notice of Fee Waiver Criteria provided by the LEA to student's parents
- c. Maeser shall maintain records annually of:
  - i. number of students enrolled as of October 1
  - ii. number of students granted fee waivers
  - iii. dollar amount of fees waived
  - iv. dollar amount of fees collected from students
  - v. dollar amount of fees collected from students for curricular activities
  - vi. dollar amount of fees collected from students for co-curricular activities

vii. dollar amount of fees collected from students for extra-curricular activities

#### 14. Training

- a. The Executive Director shall provide for annual training of school employees on fee related policies enacted by the Board specific to each employee's job

#### REFERENCES

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 Code Ann. Title 53G, Chapter 7, Part 8 – School Uniforms

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.

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#### FORMS

Fee Waiver Forms Available on USOE School Fee Forms Page