

3503 School Fees & Fee Waivers

1. Purpose

- a. This policy is designed for the establishment and management of a system of reasonable school fees; to provide families with notice of school fees and fee waiver requirements; to establish a fair and efficient process for granting fee waivers; and to prohibit practices that would exclude students who are unable to pay fees from participation in school-sponsored activities.

2. Definitions

- a. These definitions applicable to this policy are intended to be consistent with Utah Administrative Code R277-407-2.
- b. "Co-curricular activity" means an activity, a course, or a program that:
 - i. is an extension of a curricular activity;
 - ii. is included in an instructional plan and supervised or conducted by a teacher or education professional;
 - iii. is conducted outside of regular school hours;
 - iv. is provided, sponsored, or supported by Maeser; and
 - v. includes a required regular school day activity, course, or program.
- c. "Curricular activity" means an activity, a course, or a program that is:
 - i. intended to deliver instruction;
 - ii. provided, sponsored, or supported by Maeser; and
 - iii. conducted only during school hours.
- d. "Extracurricular activity" means an activity, a course, or a program that is:
 - i. not directly related to delivering instruction;
 - ii. not a curricular activity or co-curricular activity; and
 - iii. provided, sponsored, or supported by Maeser.
- e. "Fee" means something of monetary value requested or required by Maeser as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school.
- f. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising.
- g. "Fundraiser," "fundraising," or "fundraising activity" means an activity or event provided, sponsored, or supported by a school that uses students to generate funds to raise money 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.
- h. "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.
- i. "Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- j. "Group fundraiser" or "group fundraising" means a fundraising activity where the money raised is used for the benefit of the group, team, or organization.
- k. "Individual fundraiser" or "individual fundraising" means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- l. "Instructional equipment" means an activity, course, or program-related tool or instrument that:
 - i. is required for a student to use as part of an activity, course, or program in a secondary school;
 - ii. typically becomes the property of the student upon exiting the activity, course, or program; and
 - iii. is subject to fee waiver.
- m. "Instructional equipment" includes:
 - i. shears or styling tools;
 - ii. a band instrument;
 - iii. a camera;
 - iv. a stethoscope; and
 - v. sports equipment, including a bat, mitt, or tennis racket.
 - vi. "Instructional equipment" does not include school equipment.
- n. "Instructional supply" means a consumable or non-reusable supply that is necessary for a student to use as part of an activity, course, or program in a secondary school.
- o. "Instructional supply" includes:
 - i. prescriptive footwear;
 - ii. brushes or other art supplies, including clay, paint, or art canvas;
 - iii. wood for wood shop;
 - iv. Legos for Lego robotics;
 - v. film; and
 - vi. filament used for 3D printing.
- p. "Maintenance of school equipment" means a cost, payment, or expenditure related to storing, repairing or keeping school equipment in good working condition.
 - i. "Maintenance of school equipment" does not include the cost related to end-of-life replacement.
- q. "Non-waivable charge" means a cost, payment, or expenditure that:
 - i. 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:
 - a. a concurrent enrollment class; or
 - b. an advanced placement examination; or
 - c. except when requested or required by Maeser, a charge for a personal consumable item such as a yearbook, class ring, letterman jacket or sweater, or other similar item;
 3. by Utah Code, federal law, or Board rule is designated not to be a fee, including:
 - a. a school uniform as provided in Section 53G-7-801;
 - b. a school lunch; or
 - c. a charge for a replacement for damaged or lost school equipment or supplies.
- r. "Provided, sponsored, or supported by a school" means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
- i. is authorized by Maeser, according to local education board policy; or
 - ii. satisfies at least one of the following conditions:
 1. the activity, class, program, fundraiser, club, camp, clinic, or other event is managed or supervised by Maeser or Maeser employee in the employee's school employment capacity;
 2. the activity, class, program, fundraiser, club, camp, clinic, or other event uses, more than inconsequentially, Maeser's facilities, equipment, or other school resources; or
 3. the activity, class, program, fundraising event, club, camp, clinic, or other event is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.
- s. "Provision in lieu of fee waiver" means an alternative to fee payment or waiver of fee payment.
- i. "Provision in lieu of fee waiver" does not include a plan under which fees are paid in installments or under some other delayed payment arrangement.
- t. "Requested or required by an LEA 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:

- 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.
 - u. "School equipment" means a durable school-owned machine, equipment, or tool used by a student as part of an activity, course, or program in a secondary school.
 - i. "School equipment" includes a saw or 3D printer.
 - v. "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.
 - v. "Something of monetary value" does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.
 - w. "Textbook" means instructional material necessary for participation in an activity, course or program, regardless of the format of the material.
 - i. "Textbook" includes:
 - 1. hard copy book or printed pages of instructional material, including a consumable workbook
 - 2. computer hardware, software, or digital content; and
 - 3. the maintenance costs of school equipment.
 - ii. "Textbook" does not include:
 - 1. instructional equipment; or
 - 2. instructional supplies.
 - x. "Waiver" means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.
3. School Fees

- a. Approval of School Fees
 - i. The Maeser Board of Directors will annually adopt a fee schedule on or before April 1 of each year in a regularly scheduled public meeting of the Board.
 - ii. Before adopting the annual fee schedule, the Board encourages public participation in the process by providing an opportunity for the public to comment on the proposed fee schedule during a minimum of two public Board meetings.
- b. Requirements of Fee Schedule
 - i. The adopted fee schedule will include:
 - 1. a specific amount for each fee;
 - 2. a maximum fee amount per student for each activity;
 - a. No activity can charge more than the listed maximum fee.
 - 3. A maximum total aggregate fee amount per student per school year.
 - a. The amount of revenue raised by a student through an individual fundraiser will be included as part of the maximum fee amount per student for the activity and maximum total aggregate fee amount per student.
 - 4. 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.
 - a. Spend plans will identify the needs of the activity, class, or program for the fee being charged and include a list or description of anticipated types of expenditures.
- c. Per Utah Code 53G-7-503(3)(a), an additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
- d. Students and parents who do not qualify for fee waivers may not be required to pay an increased fee amount to make up for or cover the costs of students and families who qualify for fee waivers.
- e. Maeser will only charge fees that have been approved by and included in the Fee Schedule.
- f. Teachers or other employees may not charge a fee 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 Maeser, unless a fee has been approved by the Board of Directors and included in the Fee Schedule.

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 FERPA regulations; and
4. report fee waiver information.

g. Fee Waiver Application Process

- i. Maeser will use the standardized state board school fees notice and fee waiver applications to inform parents of the process of obtaining a fee waiver.
- ii. A link to the application for fee waiver shall be included on each school'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 school's Fee Waiver Administrator.
- v. Duration of Fee Waiver
 1. A student must apply for fee waiver each fiscal year.
 2. Once granted, a fee waiver is valid for the remaining duration of the fiscal year in which it was granted.
- vi. Fee Waiver Eligibility Verification
 1. 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:
 - a. The student's family income qualifies under the levels set by the State Superintendent and the parent provides verification in the form of tax returns:
 - b. The student receives Supplemental Security Income (SSI) and the parent provides benefit verification documents from the Social Security Administration.
 - c. 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.
 - d. 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.

h. Notification of Eligibility

