



# PROVIDENCE HALL CHARTER SCHOOL

## School Fee Waiver Policy

### **Purpose:**

The purpose of the following policy is, (1) to permit the orderly establishment of a reasonable system of fees, (2) to provide adequate notice to students and families of fee and fee waiver requirements and, (3) to prohibit practices that would exclude those unable to pay from participation in school-sponsored activities.

### **Definitions:**

*Fees* means any charge, deposit, rental, or other mandatory payment, however designated, whether in the form of money or goods. Admission fees, transportation charges, and similar payments to third parties are fees if the charges are made in connection with an activity or function sponsored by or through **Providence Hall**. For the purposes of this policy, charges related to the National School Lunch Program are not fees. *Provision in Lieu of Fee Waiver* means an alternative to fee payment and waiver of fee payment. A plan under which fees are paid in installments or under some other delayed payment arrangement is not a waiver or provision in lieu of fee waiver. *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 questions and have a high probability or regular use in other than **Providence Hall** sponsored activities. The term includes pencils, papers, notebooks, crayons, scissors, basic clothing for healthy lifestyle classes, and similar personal or consumable items over which a student retains ownership. *Optional Project* means a project chosen and retained by a student in lieu of meaningful and productive project otherwise available to the student which would require only school-supplied materials. *Textbooks* means books, workbooks, and materials similar in function which are required for participation in a course of instruction. *Waiver* means release from the requirement of payment of a fee and from any provision in lieu of fee payment.

### **Standards:**

1. Classes and Activities during the Regular School Day
  - a. No fee may be charged in kindergarten through sixth grade for materials, textbooks, supplies, or for any class or regular school day activity, including assemblies and field trips.
  - b. Textbook fees may only be charged in grades seven through twelve.

- c. Fees may be charged to students in sixth grade only if the student attends a school that includes grades 7, 8, 9, 10, 11, or 12. All school materials and information, including **Providence Hall Board** approved fees and parent information, shall include notice that fees may be charged to sixth graders and fee waiver requirements apply.
  - d. If a class is established or approved which requires payment of fees or purchase of materials, tickets to events, etc., in order for students to participate fully and to have the opportunity to acquire all skills and knowledge required for full credit and highest grades, the class shall be subject to the fee waiver guidelines.
  - e. Students of all grade levels may be required to provide materials for their optional projects, but a student may not be required to select an optional project as a condition for enrolling in or completing a course. Project-related courses must be based upon projects and experiences that are free to all students.
  - f. **Providence Hall** shall provide school supplies for K-5 students if 6<sup>th</sup> grade is contained at **Providence Hall Junior High**. A student may, however, be required to replace supplies provided by the school which are lost, wasted, or damaged by the student through careless or irresponsible behavior.
  - g. **Providence Hall Elementary** may provide to its parents or guardians a suggested list of supplies. The following language shall be included at the beginning of the note: "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."
  - h. **Providence Hall Junior High and High School** may be required to provide their own student supplies, subject to the fee waiver guidelines.
2. School Activities Outside of the Regular School Day
    - a. Fees may be charged in connection with any school-sponsored activity, regardless of the age or grade level of the student, if participation is voluntary and does not affect a student's grade or ability to participate fully in any course taught during the day.
    - b. Fees related to extracurricular activities may not exceed the limits established by **Providence Hall**. Activity fees for **Providence Hall Junior High and High School** are established annually.
3. General Provisions
    - a. No fee may be charged or assessed in connection with any class or school-sponsored or supported activity, including extracurricular activities, unless the fee has been set and approved by **Providence Hall** and been distributed in an approved fee schedule or notice in accordance with this policy.
    - b. Fee schedules and policies for **Providence Hall** shall be adopted at least once a year by **Providence Hall** in a regularly scheduled board meeting. Provision should be made for broad public notice and participation in the development of fee schedules and waiver policies.
    - c. **Providence Hall** shall adopt the procedures to reasonably ensure that the parent or guardian of each child who attends **Providence Hall** receives written notice of all current and applicable fee schedules and fee waiver policies before the fees are due.

Procedures for fee waivers shall be written in language that is easily understood and included with student registration materials.

- d. No present or former student may be denied receipt of transcripts or a diploma for failure to pay school fees. A reasonable charge may be made to cover the cost of duplicating or mailing transcripts and other school records. No charge may be made for duplicating or mailing copies of school records to an elementary or secondary school in which the student is enrolled or intends to enroll.
- e. **Providence Hall** shall provide, as part of any fee policy or schedule, for adequate waivers or other provisions to ensure that no student is denied the opportunity to participate in a class or school-sponsored or supported activity because of an inability to pay a fee: The waiver policy shall include procedures to ensure that:
  1. Staff shall administer the policy and grant waivers;
  2. The process for obtaining waivers or pursuing alternatives is administered fairly and objectively.
  3. Fee waivers or other provisions in lieu of fee waivers are available to all students who are in state custody or receiving public assistance in the form of aid to dependent children, general relief, supplemental security income, or foster care, and others whose parents or guardians are financially unable to pay;
  4. Textbook fees are waived for all eligible students in accordance with S53-13a-4 of the Utah Code;
  5. Parents are given the opportunity to review proposed alternatives to fee waivers;
  6. An appeal process is available, including the opportunity to appeal to the board or its designee; and
  7. To preserve equal opportunity for all students and to limit diversion of money and school and staff resources from the basic school program, this fee policy shall be designed to place a reasonable limit on student expenditures for school sponsored activities, including expenditures for activities, clubs, clinics, travel, and subject area and vocational leadership organizations whether local, state or national.
- f. Expenditures for uniforms, costumes, clothing, and accessories, if other than typical student dress, which are required for participants in choirs, pep clubs, drill teams, athletic teams, bands, orchestras, and other student groups, are fees requiring approval of **Providence Hall**.
- g. The requirements of fee waiver and availability of other provision in lieu of fee waiver do not apply to charges assessed pursuant to a student's damaging or losing school property. Schools may pursue reasonable methods for obtaining payment for such charges, but may not exclude students from school or withhold transcripts or diplomas to obtain payment of those charges.
- h. Charges for class rings, letter jackets, and similar articles are not required for participation in a class or activity are not fees and are not subject to the waiver requirements of this policy.