



## 3000 - Finance 10 - Fee Policy

### 1. Purpose

- 1.1. The Providence Hall Charter School (PHCS) Board of Trustees (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 PHCS-sponsored activities or create a burden on a student or family as to have a detrimental impact on participation.

### 2. Policy

- 2.1. PHCS, a PHCS official, or employee may not 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 PHCS including for a co-curricular or extracurricular activity unless the fee has been approved by and included in the Board approved fee schedule.
- 2.2. To preserve equal opportunity for all students and to limit the diversion of money and PHCS and employee resources from the basic PHCS program, PHCS shall limit student expenditures for PHCS and PHCS-sponsored activities, including expenditures for uniforms, clubs, clinics, travel, and subject area and vocational leadership organizations, whether local, state, or national.
- 2.3. PHCS shall provide notice to the parent/guardian of each student of the current Board approved fee schedule and the opportunity for fee waivers before the student is registered for a course, activity, or program to enable the parent/guardian and student to make an informed decision before committing to the student's enrollment or participation.
- 2.4. PHCS shall provide an opportunity for a parent/guardian to apply to have fees waived (or be provided alternatives to waivers) and shall grant requested fee waivers (or alternatives to waivers) to students who are eligible under the provisions of this policy.
- 2.5. PHCS may only collect a fee for an activity, class, or program provided, sponsored, or supported by PHCS consistent with PHCS policies and state law.

### 3. Establishing a Fee Schedule

#### 3.1. *Definition of a "Fee"*

##### 3.1.1. Fee means

- 3.1.1.1. a charge, expense, deposit, rental, or payment regardless of how it is termed, described, requested, or required directly or indirectly;
- 3.1.1.2. in the form of money, goods, or services; and
- 3.1.1.3. that is a condition to a student's full participation in an activity, course, or program that is provided, sponsored, or supported by an LEA.

##### 3.1.2. "Fee" includes

- 3.1.2.1. money or something of monetary value raised by a student or the student's family through fundraising;
- 3.1.2.2. charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges;
- 3.1.2.3. Payments made to a third party that provides a part of a school activity, class, or program.
- 3.1.2.4. Charges or expenditures for the classroom for
  - 3.1.2.4.1. textbooks,
  - 3.1.2.4.2. supplies, or
  - 3.1.2.4.3. materials.
- 3.1.2.5. charges or expenditures for school activity clothing.



- 3.1.2.6. A fine, other than a fine identified in Section 3.1.3.1. below.
- 3.1.3. "Fee" does not include:
  - 3.1.3.1. A student fine specifically approved by the Board for:
    - 3.1.3.1.1. failing to return school property;
    - 3.1.3.1.2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or as described in Utah Code Ann. §53G-8-212; or
    - 3.1.3.1.3. improper use of school property, including a parking violation.
  - 3.1.3.2. Payment for school breakfast or lunch.
  - 3.1.3.3. A deposit that is
    - 3.1.3.3.1. a pledge securing the return of school property that is refunded upon the return of the school property; or
    - 3.1.3.3.2. a charge for insurance, unless the insurance is required for a student to participate in an activity, course, or program.
  - 3.1.3.4. Charges associated with a student's participation in a non-curricular club.
- 3.2. ***Fee Setting Process***
  - 3.2.1. PHCS, in consultation with stakeholders, will develop a proposed fee schedule and fee policies to submit to the Board.
  - 3.2.2. In developing a proposed fee schedule for Board consideration, the following factors may be considered:
    - 3.2.2.1. Cost to PHCS to provide the activity, class, or program.
    - 3.2.2.2. PHCS' student enrollment.
    - 3.2.2.3. Median income of families enrolled in PHCS.
    - 3.2.2.4. Number and monetary amount of fee waivers, designated by individual fees, annually granted within the prior three (3) years.
    - 3.2.2.5. Historical participation and school interest in certain activities.
    - 3.2.2.6. Prior year Board approved fee schedule.
    - 3.2.2.7. Amount of revenue collected from each fee in the prior year.
    - 3.2.2.8. Fund-raising capacity.
    - 3.2.2.9. Prior year community donors.
    - 3.2.2.10. Other resources available, including through donations and fundraising.
- 3.3. ***Board Approval of Fee Schedule and Policies***
  - 3.3.1. The Board shall annually review and adopt the provisions of this policy.
  - 3.3.2. The fee schedule and fee policies for PHCS shall be adopted by the Board on or before April 1st of each year in a regularly scheduled public meeting of the Board.
  - 3.3.3. Adoption of the fee schedule may not be delegated to a community council, employee, or any other advisory committee or group
  - 3.3.4. Before adopting the fee schedule, the Board shall encourage public participation in the process and provide an opportunity for the public to comment on the proposed fee schedule during a minimum of two public meetings of the Board.
  - 3.3.5. The Board shall provide notice of the meetings
    - 3.3.5.1. to the public in accordance with the Utah Open and Public Meetings Act and
    - 3.3.5.2. to parents/guardians and students using the same form of communication regularly used by PHCS to communicate with parents/guardians, whether notice by email, text, flyer, or phone call.



- 3.3.6. Minutes of the Board meeting during which the fee schedule 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 UCA 52-4-203.
- 3.3.7. The Board may adopt an amended fee schedule after the April 1st date following the same approval process used for the original fee schedule.

### 3.4. ***Fee Schedule Requirements***

- 3.4.1. The Board's adopted fee schedule shall include:
  - 3.4.1.1. A specific amount for each fee.
  - 3.4.1.2. 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.
  - 3.4.1.3. A per-student annual maximum aggregate fee amount that PHCS may charge a student for the student's participation in all courses, programs, and activities provided, sponsored, or supported by PHCS for the year.
  - 3.4.1.4. A maximum fee amount per student for each activity.
  - 3.4.1.5. A spend plan for the revenue collected from each fee charged.
    - 3.4.1.5.1. The spend plan for each fee charged should provide students, parents/guardians, and employees transparency by identifying the fee's funding uses.
    - 3.4.1.5.2. 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.
  - 3.4.1.6. Easily understandable statement informing parents/guardians that a student may be eligible to have fees waived and may appeal the LEA's decision if the lea denies a request for a fee waiver.
- 3.4.2. The amount of revenue raised by a student through voluntary individual fundraisers or required group fundraisers shall be included as part of the maximum fee amount per student for the activity and the maximum total aggregate fee amount per student.
- 3.4.3. Students and parents/guardians who do not qualify for fee waivers may not be required to pay an increased fee amount to cover the costs of students and families who qualify for fee waivers.
  - 3.4.3.1. PHCS may 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.
- 3.4.4. A fee shall be equal to or less than the expense incurred by PHCS to provide for a student activity, course, or program.
  - 3.4.4.1. In calculating the expense incurred by PHCS, the cost of providing fee waivers to fee waiver-eligible students may not be considered.
- 3.4.5. An additional fee may not be charged, or a particular fee may not be increased to supplant or subsidize another fee.
- 3.4.6. A fee listed on the Board approved fee schedule is the maximum amount that may be charged per student for a class or PHCS-sponsored or supported activity including uniforms, travel, and clinics, regardless of whether the activity is labeled as curricular, co-curricular, or extracurricular. The actual amount charged may be less.

## 4. **Fees for Classes and Activities During the Regular School Day**

### 4.1. ***Elementary Schools (Kindergarten through Grade Six)***

- 4.1.1. No fee may be charged in kindergarten through grade six for any regular school day activity including assemblies and field trips or any snacks, materials,



- textbooks, instructional or school supplies, or fundraising such as “dress down days” except as provided in Section 4.1.2.
- 4.1.2. A kindergarten through grade six teacher may provide to a student’s parent/guardian a suggested list of student supplies, as defined in this policy, for use during the regular school day so that a parent/guardian may furnish, voluntarily, those supplies for student use. Such a list must include the following language as required by Utah Code 53G-7-503(2)(c):  
*“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.”*
- 4.1.3. Kindergarten through grade six must provide any necessary school supplies not voluntarily furnished by a parent/guardian.
- 4.1.4. Grade Six in Secondary School Setting
- 4.1.4.1. PHCS may charge a fee to students in grade six per Utah Admin. Code 277-407-3 that says a school may charge a fee to a student in grade six if the student attends a school that includes any of grades seven through twelve if the school annually provides notice to parents/guardians that the school will collect fees from grade six students and that the fees are subject to waiver.
- 4.2. ***Secondary Schools (Grade Seven through Grade Twelve)***
- 4.2.1. Fees may be charged in connection with an activity, class, or program provided, sponsored, or supported by PHCS 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.
- 4.2.2. All fees are subject to the fee waiver provisions of this policy.
- 4.2.3. 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 approved fee schedule and shall be subject to the fee waiver provisions of this policy.
- 4.2.4. PHCS may require a secondary student to provide student supplies as defined in this policy. Student supplies are subject to fee waivers as required by R277-407-8 and R277-407-3(7).
- 4.2.5. If PHCS 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 is considered a fee, and subject to fee waiver.
- 4.2.6. PHCS may not charge a fee for textbooks.
- 4.2.6.1. A textbook fee may only be charged for concurrent enrollment or advanced placement courses, and these fees are subject to fee waivers.
- 4.2.6.2. “Textbook” means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material including:
- 4.2.6.3. books, printed materials, and consumable workbooks;
- 4.2.6.4. computer hardware, software, or digital content; and
- 4.2.6.5. maintenance cost of school equipment.  
“Textbook” does not include instructional equipment or instructional supplies.
- 4.2.7. Remedial courses and credit recovery fees are subject to all school fee requirements. These fees shall be placed on the Board approved fee schedule



and are subject to fee waivers. Additionally, 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.

- 4.2.8. PHCS may charge a fee for instructional equipment or instructional supplies, which are subject to fee waivers.
  - 4.2.8.1. "Instructional equipment" means a course related tool or instrument required for a student to use as part of a secondary course that typically becomes the property of the student upon exiting the course.
  - 4.2.8.2. "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.

## 5. **Project Related Courses**

- 5.1. In project related courses, projects required for course completion shall be included in the approved course fee and be subject to fee waivers for secondary students. B
- 5.2. PHCS 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 a fee waiver.
- 5.3. PHCS shall avoid allowing high-cost additional projects, particularly if authorization of additional discretionary project results in pressure on a student by teachers or peers to also complete a similar high-cost project.
- 5.4. PHCS or any of its teachers 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 the Regular School Day**

- 6.1. Fees may be charged in connection with any school-sponsored program or activity, which 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;
  - 6.1.2. the fee is on the Board approved fee schedule;
  - 6.1.3. the amount collected from the student is equal to or less than the maximum fee amount on the Board approved fee schedule;
  - 6.1.4. the fee revenue is collected in compliance with PHCS financial policies;
  - 6.1.5. fee revenue is expended in compliance with the spend plan;
  - 6.1.6. the fee is subject to the fee waiver requirements; and
  - 6.1.7. for elementary grade students, 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. 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. PHCS shall annually publish the Board approved fee schedule, fee waiver policies, fee waiver application, fee waiver decision and appeals form, and school fee notice for families on the PHCS publicly available website.
- 7.2. The parent/guardian of each student shall be provided a copy of the Board approved fee schedule, and fee waiver policies annually in the PHCS online registration and upon registration to the parent/guardian of a student who enrolls after the initial registration period through late registration online registration.





- 7.3. Upon request, PHCS shall provide printed copies of the Board approved fee schedule, fee waiver policies, and documents to a parent/guardian who is unable or chooses not to access them through the PHCS website.
- 7.4. If more than 20% of the student or parent/guardian population of PHCS uses a single language other than English as their first language, PHCS will publish the Board approved fee schedule and fee waiver policies in the language of those families.
- 7.5. The fee administrator of a campus shall make arrangements for a campus or PHCS representative to meet personally with each student's parent/guardian or family and make available an interpreter for the parent/guardian to understand the Board approved fee schedule and fee waiver policies when the student's or parent's/guardian's first language is a language other than English and PHCS has not published the information in the student's or parent's/guardian's first language.

## 8. **Fee Waivers**

### 8.1. ***General Fee Waiver Provisions***

- 8.1.1. "Waiver" or "fee waiver" means a full release from the requirement or payment of a fee and from any provision in lieu of a fee payment.
- 8.1.2. All fees are subject to fee waiver unless specifically identified as a non-waivable charge in this policy or UAC R277-407.
- 8.1.3. PHCS is not required to waive a non-waivable charge.
- 8.1.4. 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, PHCS will provide for adequate waivers or other provisions in lieu of fee waivers.
- 8.1.5. The process for obtaining fee waivers, pursuing alternatives to fee waivers, or appealing the denial of fee waivers shall be administered
  - 8.1.5.1. Confidentially, fairly, objectively, without delay, and in a manner that avoids stigma, embarrassment, undue attention, and unreasonable burdens on students and parents/guardians.
  - 8.1.5.2. With no visible indicators that could lead to identification of fee waiver applicants.
  - 8.1.5.3. Such that it complies with the privacy requirements of The Family Educational Rights and Privacy Act of 1974, 20 U.S.C. §1232g (FERPA).
- 8.1.6. A student receiving a fee waiver or other provisions in lieu of a fee shall not be treated differently from other students or identified to students, employees, or other persons who do not need to know of the waiver.
- 8.1.7. PHCS suspends any requirement to pay a fee during the period the fee waiver eligibility is under consideration or during which an appeal of denial of a fee waiver is in process.

### 8.2. ***Fee Waiver Eligible Charges***

- 8.2.1. 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:
  - 8.2.1.1. An activity, class, or program that is:
    - 8.2.1.1.1. primarily intended to serve school-age children; and
    - 8.2.1.1.2. taught or administered, more than inconsequentially, by a PHCS employee as part of the employee's assignment.
  - 8.2.1.2. An activity, class, or program that is explicitly or implicitly required:
    - 8.2.1.2.1. as a condition to receive a higher grade, or for successful completion of a PHCS 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



- 8.2.1.2.2. as a condition to participate in a PHCS 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 PHCS team, such as cheerleading, football, soccer, dance, or another team.
  - 8.2.1.3. An activity or program that is promoted by a PHCS employee, such as a coach, advisor, teacher, school-recognized volunteer, or similar person, during school hours where it could be reasonably understood that the PHCS employee is acting in the employee's official capacity.
  - 8.2.1.4. Admission, entrance, or gate fees for student attendance to an event or activity provided, sponsored, or supported by PHCS including:
    - 8.2.1.4.1. athletic competitions;
    - 8.2.1.4.2. music or theater program performances; and
    - 8.2.1.4.3. parent-teacher organization activities.
  - 8.2.1.5. An activity or program where full participation in the activity or program includes:
    - 8.2.1.5.1. travel for state or national educational experiences or competitions;
    - 8.2.1.5.2. debate camps or competitions; or
    - 8.2.1.5.3. music camps or competitions.
  - 8.2.1.6. A concurrent enrollment, CTE, or AP course.
  - 8.2.1.7. Activity clothing required to be worn by a student when participating as a club, PHCS group, or team such as matching jackets, hoodies, t-shirts, or other like clothing.
  - 8.2.1.8. Official curricular, co-curricular, and extra-curricular club or team uniforms that are required for student participation.
- 8.3. ***Non-waivable Charges***
- 8.3.1. Non-waivable charges are costs, payments, or expenditures which are not considered to be school fees and are not subject to fee waivers.
    - 8.3.1.1. Non-waivable charges include a personal discretionary charge or purchase for:
      - 8.3.1.1.1. Insurance, unless the insurance is required for a student to participate in an activity, class, or program.
      - 8.3.1.1.2. College credit related to the successful completion of a concurrent enrollment class or an advanced placement examination.
      - 8.3.1.1.3. A personal consumable item such as a yearbook, class ring, varsity athlete jacket or sweater, or other similar item, except when requested or required by a school as a condition to a student's participation.
    - 8.3.1.2. Charges designated by Utah Code, federal law, or administrative rule not to be a fee are nonwaivable charges including:
      - 8.3.1.2.1. Tuition for nonresident out-of-state students and foreign students, foreign student transcript translation fees, and I-20 form processing charges.
      - 8.3.1.2.2. A charge for an activity, class, or program, which meets the criteria of a noncurricular club as described in Utah Code Title 53G, Chapter 7, Part 7, Student Clubs.
      - 8.3.1.2.3. A charge for school breakfast or lunch.
      - 8.3.1.2.4. A fine for improper use of school property, including a parking violation.



- 8.3.1.2.5. A fine for replacement of damaged or lost school property in accordance with Utah Code Ann. 53G-8-212.
  - 8.3.1.2.5.1. If the student and the student's parent/guardian are unable to pay for damages or if it is determined by PHCS in consultation with the student's parent/guardian that the student's interests would not be served if the parent/guardian were to pay for the damages, PHCS may provide for a program of work the student may complete in lieu of the payment.
  - 8.3.1.2.5.2. No fine may be assessed for damages which may be attributed to normal wear and tear.
- 8.4. ***Fee Waiver Administrator***
  - 8.4.1. The Executive Director shall designate at least one person at each campus at the appropriate administrative level to function as the "Fee Waiver Administrator." The designated individual shall:
    - 8.4.1.1. be trained in and have a knowledge and understanding of school fees, the fee waiver process, and student data privacy laws; and
    - 8.4.1.2. work in an appropriate setting to facilitate confidential conversations and documents.
  - 8.4.2. The Fee Waiver Administrator shall be responsible to:
    - 8.4.2.1. review fee waiver applications and verification documents;
    - 8.4.2.2. grant or deny fee waiver requests;
    - 8.4.2.3. compile all logs and maintain fee waiver documents in compliance with the Family Educational Rights and Privacy Act (FERPA); and
    - 8.4.2.4. report fee waiver information.
  - 8.4.3. 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.
  - 8.4.4. A student may not assist in the fee waiver approval process.
- 8.5. ***Fee Waiver Application Process***
  - 8.5.1. A school shall use the standardized state board school fees notice and fee waiver applications to inform parents/guardians of the process of obtaining a fee waiver.
  - 8.5.2. The application for a fee waiver shall be included on the PHCS website.
  - 8.5.3. The fee waiver request process shall have no visible indicators that could lead to the identification of fee waiver applicants.
  - 8.5.4. A parent/guardian 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.
  - 8.5.5. Single Application for Entire Family
    - 8.5.5.1. A family having more than one student enrolled in PHCS may submit one fee waiver application which will determine eligibility for fee waivers for all students in the family.
    - 8.5.5.2. The fee waiver application and fee waiver eligibility verification must be submitted to the campus at which the oldest student is enrolled and clearly identify the names, grade levels of the other students in the family.
  - 8.5.6. Duration of Fee Waiver
    - 8.5.6.1. Once granted a fee waiver lasts for the duration of the school year in which it was granted or the financial circumstances of the family change.





## 8.5.7. Application Deadlines

- 8.5.7.1. Fee waiver applications and fee waiver eligibility verification must be received by the Fee Administrator within thirty (30) days of:
  - 8.5.7.1.1. the first day of school for which the student is scheduled to begin school; or
  - 8.5.7.1.2. a change of financial circumstances.

## 8.5.8. Change of Financial Circumstances

- 8.5.8.1. If a student or their family experiences a change of financial circumstances so that the fee waiver eligibility no longer exists or that a fee eligibility now does exist, the Fee Waiver Administrator may charge or waive a proportional share of the fees for a reduced fee for the remainder of the fee waiver period upon receiving a fee waiver request and fee waiver eligibility verification within the application deadline.

## 8.6. ***Fee Waiver Eligibility Verification***

- 8.6.1. 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/guardian:
  - 8.6.1.1. The student's family income qualifies under the levels set by the State Superintendent and the parent/guardian provides verification in the form of income statements, pay stubs, or tax returns:
    - 8.6.1.1.1. these levels are set to correspond to the income levels for the federal free lunch program and may be found at [schools.utah.gov/schoolfees](https://schools.utah.gov/schoolfees) on the fee waiver application form;
    - 8.6.1.1.2. all income received by the household is considered including salary, public assistance benefits, social security payments, pensions, unemployment compensation, and child support payments.
  - 8.6.1.2. The student receives Supplemental Security Income (SSI), and the parent provides benefit verification documents from the Social Security Administration.
  - 8.6.1.3. The student's family receives Supplemental Nutrition Assistance Program (SNAP), or 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.
  - 8.6.1.4. 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
  - 8.6.1.5. The student is designated as McKinney-Vento by the LEAs liaison. Consistent with the McKinney-Vento Act, Title VII, Subtitle B, any student designated McKinney-Vento by the LEA liaison will not require further documentation.
- 8.6.2. PHCS shall ensure that a fee waiver or other provision in lieu of a fee waiver is available to any student whose parent/guardian is unable to pay.
  - 8.6.2.1. 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.



8.6.2.2. 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 a fee waiver.

8.6.2.3. Verification may be collected as appropriate for the situation.

## 8.7. ***Notification of Eligibility***

8.7.1. After reviewing the documentation provided by the student and the student's parent/guardian, the Fee Waiver Administrator will approve or deny the fee waiver request.

8.7.2. The Fee Waiver Administrator shall retain the fee waiver application but shall not retain copies of the required fee waiver verification documents but will keep the following information as a log or record:

8.7.2.1. The school year the request was submitted.

8.7.2.2. Whether the request was approved or denied.

8.7.2.3. The date it was approved or denied.

8.7.2.4. The name and position of the person who reviewed the application.

8.7.2.5. The type of documentation used to verify eligibility.

8.7.3. The Fee Waiver Administrator shall provide written notice of the decision to grant or deny a fee waiver request to the student's parent/guardian using the standardized state board fee waiver decision and appeal form.

8.7.3.1. If a fee waiver request is denied, the written notice of decision shall include the reason the request was denied and a copy of PHCS' appeal process.

## 8.8. ***Appeal of Fee Waiver Denial***

8.8.1. A student or the student's parent/guardian may appeal the decision to deny a fee waiver request by completing and submitting the appeal form included with the denial to the Executive Director within ten (10) school days of receiving notice of denial.

8.8.2. The school shall contact the parent/guardian within two (2) weeks after receiving the appeal and schedule a meeting with the Executive Director to discuss the parent's/guardian's concerns.

8.8.3. If after meeting with the Executive Director the waiver is still denied, the parent/guardian may appeal, in writing, within ten (10) school days of receiving notice of denial, to the Board of Trustees.

## 9. **Services in Lieu of Waiver**

9.1. PHCS allows a student to perform service in lieu of a fee, but community service in lieu of a fee may not be required.

9.2. A student may perform community service in lieu of a fee if the service assignment is appropriate to the:

9.2.1. age of the student;

9.2.2. physical condition of the student; and

9.2.3. maturity of the student.

9.3. The service must be consistent with state and federal laws including:

9.3.1. Utah Code §53G-7-504, Waivers of fees;

9.3.2. the Federal Fair Labor Standards Act, 29 U.S.C. §201;

9.3.3. the service can be performed within a reasonable period of time; and

9.3.4. the service is at least equal to the minimum wage for each hour of service.

9.4. A student who performs service in lieu of waiver may not be treated differently than other students who pay a fee.

9.5. The service may not create an unreasonable burden for a student or parent/guardian and may not be of such a nature as to demean or stigmatize the student.



## 10. Collection of School Fees

10.1. PHCS may make an installment payment plan available to a parent/guardian or student to pay for a fee, however, an installment payment plan may not be required in lieu of a fee waiver.

### 10.1.1. *Voluntary Request for Installment Plans*

10.1.1.1. PHCS allows an installment payment plan available to a parent/guardian or student to pay for a fee, however, an installment payment plan may not be required or requested in lieu of a fee waiver.

10.1.1.2. The request for an installment payment plan must be:

10.1.1.2.1. Voluntarily requested by the student or parent/guardian (cannot be instigated by PHCS).

10.1.1.2.2. Requested in writing to the Fee Administrator prior to any fee becoming delinquent.

10.1.1.3. An agreed upon installment payment plan must be:

10.1.1.3.1. Created by the Fee Administrator.

10.1.1.3.2. Placed in writing to include:

10.1.1.3.2.1. dates of each payment,

10.1.1.3.2.2. amounts of each payment,

10.1.1.3.2.3. Fee Administrator's name, signature and date signed, and

10.1.1.3.2.4. parent/guardian or student name, signature and date signed(whoever will be responsible for making the payments).

10.2. A student may not collect or receive student fees from other students or parents/guardians.

10.3. PHCS may pursue reasonable methods for collecting student fees (see *Collection of Delinquent Student Fees Policy*), but may not, because of unpaid fees:

10.3.1. Exclude a student from a school, an activity, class, or program that is provided, sponsored, or supported by PHCS during the regular school day.

10.3.2. Refuse to issue a course grade.

10.3.3. Deny a former or current student receipt of official student records, including written or electronic class schedules, grade reports, diplomas, or transcripts.

10.4. PHCS may impose a reasonable charge to cover the cost of duplicating, mailing, or transmitting transcripts and other school records.

10.5. PHCS may not charge for duplicating, mailing, or transmitting copies of school records to an elementary or secondary school in which a former student is enrolled or intends to enroll.

10.6. If PHCS' 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 53G-8-212(2)(a).

10.7. Notwithstanding Section 10.5. PHCS may not withhold any records required for student enrollment or placement in a subsequent K-12 school.

1.1. Because graduation ceremonies are not part of a regular school day activity; students with unpaid fees may be excluded from the graduation ceremony if fees have not been paid after three (3) documented notifications with reasonable time for response.

## 11. Fundraising

11.1. Any fundraising activity must be approved and conducted in accordance with the PHCS Fundraising Policy.

11.1.1. PHCS may not authorize, establish, or allow for required individual fundraising.



- 11.1.2. PHCS may allow optional individual fundraising opportunities for students to raise money to offset the cost of the student's fees.
  - 11.1.3. PHCS may allow for group fundraisers.
- 11.2. PHCS shall not deny a student membership on a team or group, based on the student's nonparticipation in a fundraiser.
- 11.3. If PHCS seeks to use alternative methods of raising revenue it must comply with the PHCS Fundraising Policy and UAC R277-113.
- 12. **Donations in Lieu of Fees**
  - 12.1. PHCS may not request or accept a donation in lieu of a fee from a student or parent/guardian unless the activity, class, or program for which the donation is solicited will otherwise be fully funded by PHCS and receipt of the donation will not affect participation by an individual student.
  - 12.2. A donation is a fee if a student or parent/guardian is required to donate as a condition of the student's participation in an activity, class, or program.
  - 12.3. PHCS 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/guardian are voluntary, and may not place any undue burden on a student or family.
- 13. **School Reporting Requirements**
  - 13.1. PHCS shall follow the general accounting standards described in Rule R277-113 for the treatment of fee revenue.
  - 13.2. PHCS shall maintain records and submit documentation to the Business Office annually, a summary of:
    - 13.2.1. The number of students in the given fee waivers.
    - 13.2.2. The number of students who worked service in lieu of a waiver.
    - 13.2.3. The number of students denied fee waivers.
    - 13.2.4. The total dollar value of student fees waived.
- 14. **Training**
  - 14.1. The Executive Director shall provide for annual training of PHCS employees on fee related policies enacted by the Board specific to each employee's job function.
- 15. **Penalties for Violation of this Policy**
  - 15.1. Any PHCS employee who knowingly violates the authorized fee schedule or financial policies as approved by the Board will be subject to disciplinary action as outlined by PHCS procedure and/or policy.
  - 15.2. Monies collected beyond the Board approved fee schedule will be refunded by PHCS back to the appropriate student.
  - 15.3. If PHCS violates the Board approved fee schedule or any financial policy, the Board may impose the following:
    - 15.3.1. Issue a letter of reprimand to the employee or PHCS.
    - 15.3.2. Restrict participation in PHCS group or state level activities.
    - 15.3.3. Drop PHCS from membership and prohibit participation in any or all Utah High School Activities Association (UHSAA) sponsored activities.
- 16. **Definitions**
  - 16.1. Definitions applicable to this policy are intended to be consistent with UCA 53G-7501 and UAC R277-407. In the case of a discrepancy, the Utah Code shall prevail.
    - 16.1.1. ***Co-curricular activity*** means an activity, course, or program, that:
      - 16.1.1.1. Is an extension of a curricular activity.
      - 16.1.1.2. Is included in an instructional plan and supervised or conducted by a teacher or education professional.
      - 16.1.1.3. Is conducted outside of regular school hours.
      - 16.1.1.4. Is provided, sponsored, or supported by the LEA.



- 16.1.1.5. Includes a required regular school day activity, course, or program.
- 16.1.2. **"Curricular activity"** means an activity, a course, or a program that is:
  - 16.1.2.1. Intended to deliver instruction.
  - 16.1.2.2. Provided, sponsored, or supported by an LEA.
  - 16.1.2.3. Conducted only during school hours.
- 16.1.3. **"Extracurricular activity"** means an activity, course, or program that is:
  - 16.1.3.1. Not directly related to delivering instruction.
  - 16.1.3.2. Not a curricular or co-curricular activity.
  - 16.1.3.3. Is provided, sponsored, or supported by an LEA.
- 16.1.4. **"Fee"** means something of monetary value requested or required by an LEA as a condition to a student's participation in an activity, class, or program provided, sponsored, or supported by a school.
  - 16.1.4.1. "Fee" includes money or something of monetary value raised by a student or the student's family through fundraising.
- 16.1.5. **"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:
  - 16.1.5.1. Provide financial support to a school or any of the school's classes, groups, teams, or programs.
  - 16.1.5.2. Benefit a particular charity or for other charitable purposes.  
"Fundraiser," "fundraising," or "fundraising activity" may include:
    - 16.1.5.3. The sale of goods or services.
    - 16.1.5.4. The solicitation of monetary contributions from individuals or businesses.
    - 16.1.5.5. Other lawful means or methods that use students to generate funds. ·  
"Fundraiser," "fundraising," or "fundraising activity" does not include an alternative method of raising revenue without students.
- 16.1.6. **"Group fundraiser" or "group fundraising"** means a fundraising activity where the money raised is used for the benefit of the group, team, or organization.
- 16.1.7. **"Individual fundraiser" or "individual fundraising"** means a fundraising activity where money is raised by each individual student to pay the individual student's fees.
- 16.1.8. **"Instructional equipment"** means an activity, course, or program-related tool or instrument that:
  - 16.1.8.1. Is required for a student to use as part of an activity, course, or program in a secondary school.
  - 16.1.8.2. Typically becomes the property of the student upon exiting the activity, course, or program.  
"Instructional equipment" includes:
    - 16.1.8.3. Shears or styling tools.
    - 16.1.8.4. A band instrument.
    - 16.1.8.5. A camera.
    - 16.1.8.6. A stethoscope.
    - 16.1.8.7. Sports equipment, including a bat, mitt, or tennis racket."Instructional equipment" does not include school equipment.
- 16.1.9. **"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. "Instructional supply" includes:
  - 16.1.9.1. Prescriptive footwear.
  - 16.1.9.2. Brushes or other art supplies, including clay, paint, or art canvas.
  - 16.1.9.3. Wood for wood shop.





- 16.1.9.4. Legos for Lego robotics.
- 16.1.9.5. Film.
- 16.1.9.6. Filament used for 3D printing.
- 16.1.10. **"Maintenance of school equipment"** means a cost, payment, or expenditure related to storing, repairing, or keeping school equipment in good working condition. "Maintenance of school equipment" does not include the cost related to end-of-life replacement.
- 16.1.11. **"Noncurricular club"** is a student-initiated group that may be authorized and allowed school facilities use during noninstructional time in secondary schools. See UCA 53G- 7-701 Student Clubs.
- 16.1.12. **"Provided, sponsored, or supported by a school"** means an activity, class, program, fundraiser, club, camp, clinic, or other event that:
  - 16.1.12.1. is authorized by an LEA or school, according to local education board policy; or
  - 16.1.12.2. satisfies at least one of the following conditions:
    - 16.1.12.2.1. is managed or supervised by an LEA or school, or an LEA or school employee in the employee's school employment capacity,
    - 16.1.12.2.2. uses, more than inconsequentially, the LEA or school's facilities, equipment, or other school resources, or
    - 16.1.12.2.3. is supported or subsidized, more than inconsequentially, by public funds, including the school's activity funds or minimum school program dollars.

"Provided, sponsored, or supported by a school" does not include an activity, class, or program that meets the criteria of a noncurricular club as described in Title 53G, Chapter 7, Part 7, Student Clubs.
- 16.1.13. **"Provision in lieu of fee waiver"** means an alternative to fee payment or waiver of fee payment. "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.
- 16.1.14. **"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/guardian, or family to provide so that a student may:
  - 16.1.14.1. Fully participate in school or in a school activity, class, or program.
  - 16.1.14.2. Successfully complete a school class for the highest grade.
  - 16.1.14.3. Avoid a direct or indirect limitation on full participation in a school activity, class, or program, including limitations created by
    - 16.1.14.3.1. peer pressure, shaming, stigmatizing, bullying, or the like, or
    - 16.1.14.3.2. withholding or curtailing any privilege that is otherwise provided to any other student.
- 16.1.15. **"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. "School equipment" includes a saw or 3D printer.
- 16.1.16. **"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. "Something of monetary value" includes:
  - 16.1.16.1. Charges or expenditures for a school field trip or activity trip, including related transportation, food, lodging, and admission charges.
  - 16.1.16.2. Payments made to a third party that provide a part of a school activity, class, or program.



- 16.1.16.3. Classroom supplies or materials.
- 16.1.16.4. A fine, except for a student fine specifically approved by an LEA for:
  - 16.1.16.4.1. failing to return school property,
  - 16.1.16.4.2. losing, wasting, or damaging private or school property through intentional, careless, or irresponsible behavior, or
  - 16.1.16.4.3. improper use of school property, including a parking violation."Something of monetary value" does not include a payment or charge for damages, which may reasonably be attributed to normal wear and tear.
- 16.1.17. **"Student supplies"** means items that 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:
  - 16.1.17.1. Pencils.
  - 16.1.17.2. Paper.
  - 16.1.17.3. Notebooks.
  - 16.1.17.4. Crayons.
  - 16.1.17.5. Scissors.
  - 16.1.17.6. Basic clothing for healthy lifestyle classes.
  - 16.1.17.7. Similar personal or consumable items over which a student retains ownership."Student supplies" does not include items listed in this section if the requirement from the school for the student supply includes specific requirements such as brand, color, or a special imprint to create a uniform appearance not related to basic function.
- 16.1.18. **"Supplemental Nutrition Assistance Program" or "SNAP"** means a program, formerly known as food stamps, which provides nutrition benefits to supplement the food budget of low-income families through the Utah Department of Workforce Services.
- 16.1.19. **"Supplemental Security Income for Children with Disabilities" or "SSI"** means a benefit administered through the Social Security Administration that provides payments for qualified children with disabilities in low-income families.
- 16.1.20. **"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 eighteen (18) through the Utah Department of Workforce Services.
- 16.1.21. **"Textbook"** means instructional material necessary for participation in an activity, course, or program, regardless of the format of the material. "Textbook" includes:
  - 16.1.21.1. Hard copy book or printed pages of instructional material, including a consumable workbook.
  - 16.1.21.2. Computer hardware, software, or digital content.
  - 16.1.21.3. The maintenance costs of school equipment."Textbook" does not include:
  - 16.1.21.4. Instructional equipment.
  - 16.1.21.5. Instructional supplies.
- 16.1.22. **"Waiver"** means a full release from the requirement of payment of a fee and from any provision in lieu of fee payment.